

Minutes of the First Meeting of Executive Committee PMU/ ITDA, Govt. of Uttaranchal

Date: 10/08/2006

Venue: Chief Secretary's Meeting Hall, Secretariat, Dehradun

MEMBERS PRESENT:

1. Sh. M. Ramachandran, Chief Secretary, Govt. of Uttaranchal - Chairperson
2. Sh. I.K. Pandey, Principal Secretary (Finance) , Govt. of Uttaranchal - Member
3. Sh. Amarendra Sinha, Secretary (Planning) , Govt. of Uttaranchal - Member
4. Sh. Sanjeev Chopra, Secretary (IT) and Director, ITDA/ PMU, Govt. of Uttaranchal – Member Secretary
5. Smt. Radha Raturi, Secretary (Finance) , Govt. of Uttaranchal – Member
6. Dr. Rakesh Goyal, SIO, NIC, Uttaranchal - Member

SPECIAL INVITEE:

Sh. L Fennai, MD, HILTRON

OFFICIALS FROM ITDA/ PMU:

1. Sh. Pankaj Naithani, Project Coordinator (Operations, Monitoring & Evaluation)
2. Smt. Poonam Sobti, Project Coordinator (Finance, Administration & Procurement)

AGENDA AND DECISION OF THE COMMITTEE:

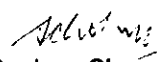
Agenda No.	Agenda Item	Decision of the EC
EC 06 – 01	<p>Accounts of the PMU/ ITDA</p> <p>The un-audited financial statements for the year 2004-05, 2005-06 and 2006-07 (Till 31 July 2006) is presented in (Annexure- 1) for kind perusal of the members of the Executive Committee.</p> <p>Approval sought to prepare the Final Balance Sheets on the basis of these statements.</p>	<p>The un-audited financial statements of PMU/ ITDA were presented before the Executive Committee on which the Hon'ble Members suggested that after an audit has been conducted by the chosen firm i.e. M/s R.M. Lal, efforts should be made for an A.G. Audit also.</p>
EC 06 – 02	<p>Posts in PMU/ ITDA and related issues</p> <p>A. Creation of Post of Additional Project Director (APD) (Annexure – 2)</p> <p>B. Filling up the Vacant Posts (Annexure – 3/ 3(a) & 3 (b))</p> <p>C. Continuity, Appointments and Extension of Existing Posts (Annexure – 4)</p> <p>D. Creation of Project Specific Posts (Annexure – 5)</p>	<p>The Executive Committee was apprised of the need of creation of a post of Addl. Project Director regarding which it was suggested that due procedure be adopted for the creation of same.</p> <p>The committee was apprised of the vacant posts in the organization and need to fill this. The committee was of the view that the vacant posts may be filled. It was suggested that during the interviews for the post of Director & PC(Technical), candidates for Additional Director for PMU/ITDA may also be selected and Executive Director empanelment for Hiltron be done.</p> <p>The committee was apprised of the same and it was suggested by the committee that the proposals for continuity appointments and extension of existing posts should be taken from the Government.</p> <p>Keeping in view the expanding activities of the organization, committee was suggested to create some project specific posts for which approval was given by the Hon'ble Members.</p>

	<p>E. New Composition for Post of Task Force Manager (TFM) (Annexure – 6)</p> <p>Approval sought for the proposals.</p>	Deferred for next meeting.
EC 06 -03	<p>Rules of the PMU/ ITDA</p> <p>(A) Delegation of Powers (Annexure – 7)</p> <p>(B) Project Benefits and Pay Scales to (i) the Officials on Deputation (ii) the Contractual/ Hired Staff (Annexure – 8)</p> <p>(C) TA/ DA Rules for the Officials & Contractual/ Hired Staff (Annexure – 9)</p> <p>Approval sought for the proposals.</p>	All the proposals from (A) to (C) were presented before the committee but it was suggested by Hon'ble Members to refer these matters to the Finance Department.
EC 06 -04	<p>Budget for 2006-07 and Work Plan</p> <p>Details of the Budget and corresponding Work Plan is presented in (Annexure – 10)</p> <p>Approval sought for the proposed Work Plan along with proposed financials.</p>	Deferred for next meeting.
EC 06 -05	<p>Progress Report of the PMU/ ITDA</p> <p>Details of the projects/ programmes/ works/ MoUs initiated and implemented during the year 2004-05, 2005-06 and 2006-07 (Till July 2006) is presented in (Annexure – 11).</p> <p>Approval sought for these initiatives and along with financial expenditures incurred.</p>	Deferred for next meeting.
EC 06-06	<p>Procurement and Supply of Hardware</p> <p>There are requirements under various projects and there are demands from various departments to procure and supply hardware to them. Details are presented in (Annexure – 12).</p> <p>Approval sought for the proposals.</p>	Deferred for next meeting.
EC 06-07	<p>Procurement and Supply of Specialized Software</p> <p>Presentation on GIS based Uttaranchal Information System Software has been found very impressive by the Govt. Procurement of this particular software desired. M/s New Ink Publications (P) Ltd. has submitted a new proposal. It is being produced for perusal. (Annexure – 13)</p> <p>Approval sought for the proposals.</p>	Deferred for next meeting.
EC 06-08	<p>Banking</p> <p>(A) Present Accounts of the PMU/ ITDA</p> <p>(B) Opening of New Accounts (if required in future)</p> <p>Details of various Accounts opened by the PMU/ ITDA are presented in (Annexure – 14). Sometimes various funding agencies, including GOI, suggest for opening of project specific fresh/new account. Under this condition it becomes imperative to start a fresh/ new account.</p> <p>Approval sought for the proposal in (A) and approval for (B) is desired.</p>	Deferred for next meeting.

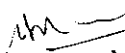
EC 06-09	<p>Hiring of Building With the expansion of PMU/ ITDA and initiation of newer activities/ projects it has become necessary to engage more personnel/ staff. The current accommodation in the office of PMU/ ITDA seems insufficient. Efforts have been made to hire new building for PMU/ ITDA. However, it is experienced that rent rates has gone up tremendously in Dehradun and thus building for official usages are available only at the commercial rates (varying from Rs. 15 per Sq. Feet to 25 per Sq. Feet depending upon the construction and location of the building) and currently prevalent in the market.</p> <p>Approval sought for hiring a building with more than 4500 Sq. Feet of carpet area at the commercial rates mentioned above.</p>	Deferred for next meeting.
EC 06-10	<p>Other Issues</p> <ol style="list-style-type: none"> 1. After the completion of World Bank Project (PMU), the staff working on hired-basis may be given preference to work in the ITDA. 2. Honorarium/ Rewards may be given by the Vice Chairman or Director to the employees annually, as per their performance. 3. Vice Chairman or Director may appoint/ hire staff on deputation/ contract. Various facilities given to such inductions may be decided by her/him. 4. Vice Chairman or Director may revise the Consultancy Charges or sanction increments recognizing the trends prevalent in the industry. 5. Any other issues to be decided by the Chair. 	Deferred for next meeting.


(Rakesh Goyal)
SIO, NIC, Uttaranchal


(Radha Raturi)
Secretary
(Finance & Social Welfare)


(Sanjeev Chopra)
Secretary (IT)
and Director, ITDA/ PMU

(Amarendra Sinha)
Secretary
(Planning, EAP & Urban
Development)


(I.K. Pandey)
IDC & Principal Secretary
(Finance)

(M. Ramachandran)
Chief Secretary