

MINUTES OF THE FIFTH MEETING OF THE GENERAL MANAGEMENT COMMITTEE OF INFORMATION TECHNOLOGY DEVELOPMENT AGENCY HELD ON 26 MAY 2010

The fifth meeting of the General Management Committee of Information Technology Development Agency (ITDA) was held under the Chairmanship of Shri. N. S. Napalchiyal, Chief Secretary, Govt. of Uttarakhand & Chairman, ITDA on 26 May 2010 at the Chief Secretary's conference hall in Secretariat Campus. The following members were present:

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| 1. Shri. N. S. Napalchiyal | Chief Secretary & Chairman, ITDA |
| 2. Shri. Ajay Kumar Joshi | IDC (Special Invitee) |
| 3. Shri. S. Raju | Principal Secretary (IT, Housing and Urban Development) & Vice Chairman, ITDA |
| 4. Dr. Rakesh Kumar | Secretary (Rural Development) |
| 5. Shri. Nitesh Kumar Jha | Addl. Secretary (IT, S&T and Energy) and Director, ITDA |
| 6. Shri. Akshat Gupta | Addl. Secretary (Tourism) <i>relief of 1/10</i> |
| 7. Shri. M. C. Joshi | Addl. Secretary (Finance) <i>300 2/11</i> |
| 8. Shri. Chandresh Kumar | CDO Pauri |
| 9. Dr. D.R. Shukla | SIO, NIC State Unit Uttarakhand |
| 10. Shri. Hariom | Jt. Secretary (Industries & IT) |
| 11. Shri. G. K. Pant | Director (Treasuries) |
| 12. Shri. R. C. Lohani | Jt. Secretary (Personnel) <i>31/5/10</i> |
| 13. Shri. B. S. Rawat | Jt. Secretary (Rural Development) <i>31/5/10</i> |

Others present were:

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| 1. Shri. Sanjay Mathur | TFM, ITDA <i>10/6/10</i> |
| 2. Shri. Tarun Saxena | Manager (Finance), ITDA <i>10.6.10</i> |
| 3. Shri. Gaurav Sharma | Subject Specialist, ITDA <i>10/6/10</i> |
| 4. Shri. Vikas Gupta | Manager (Procurement), ITDA |
| 5. Shri. D.S. Rawat | TFM, ITDA <i>10/6/10</i> |
| 6. Shri. L. P. Dobhal | Manager (Training), ITDA <i>10/6/10</i> |
| 7. Shri. Saurabh Gupta | Chartered Accountant |
| 8. Shri. Vivek Sharma | Chartered Accountant |

Director, ITDA welcomed the members of the General Management Committee of Information Technology Development Agency (ITDA) at the fifth meeting of the committee and presented the agenda items to the committee.

Following were the unanimous decisions of the committee after deliberations on the various issues:

10/21

1. The Chairman enquired whether the minutes of the fourth meeting of the General Management Committee were circulated well in time, it was clarified that the minutes were circulated in time and no observations / comments have been received, subsequently the committee approved the minutes of the fourth meeting of the General Management Committee.
2. The action taken report on the minutes of the fourth meeting of the General Management Committee was placed for approval, it was enquired by the Chairman whether the same had been circulated and if any observations / comments have been received, as no observations / comments had been received, the committee approved the Action Taken Report on the minutes of the fourth meeting of the General Management Committee.
3. The committee approved the proposal at point 3.1.1 of the agenda pertaining to engagement of Project Coordinator (Technical) on contractual basis through external hiring with the condition that approval of Finance Department is to be obtained.
4. The committee approved the proposal at point 3.1.2 of the agenda pertaining to engagement of Task Force Managers on contractual basis through external hiring and the change in educational qualifications and experience requirements.
5. The committee decided that the manpower proposed at point 3.1.3 of the agenda pertaining to development and updation of various departmental websites, should be finalised by Principal Secretary (IT)/Vice Chairman, ITDA in consultation with SIO, NIC, Uttarakhand and Addl. Secretary (IT)/ Director, ITDA and this manpower would be engaged by NIC and will be put at the disposal of NIC for accomplishing this work. It was also decided that an MoU will be signed between Department of Information Technology and NIC. The concerned department will be responsible for providing the updated information and NIC will be responsible for uploading of the content.
6. The committee approved the proposal for contract period of three years, yearly increase of 10% in remuneration and selection process for contractual manpower proposed at point 3.1.4 of the agenda.
7. The committee approved the proposal placed at points 3.1.5 (revival of the post of Project Coordinator (Operations)) and 3.1.6 (revival of 03 posts of Task Force Manager, 02 posts of Steno- in lieu 02 posts of Data Entry Operators (DEOs)) of the agenda for revival of the posts which had been discontinued as they were lying vacant for more than three years however the proposal has to be sent to Finance Department for consent.
8. The committee approved the proposal at point 3.1.7 of the agenda regarding change in the field of experience of manpower to be engaged against the posts to be revived as per point 3.1.6 of the agenda, as per which in place of 03 nos. Task Force Managers, following are to be engaged - 01 Manager (Infrastructure), 01 Manager (Training) and 01 Manager (Legal). This proposal however has to be sent to Finance Department for consent.

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On the proposal at point 3.3 of the agenda regarding the implementation of sixth commission for manpower engaged through UPNL, the Additional Secretary (Finance) informed that UPNL has already revised their grades and same may be considered. The committee approved the matter placed at point 4.1 of the agenda pertaining to the audited balance sheet for the Financial Year 2008-2009 which was explained by the Chartered Accountant present.

Regarding the un-audited balance sheet for the Financial year 2009-2010 placed at point 4.2 of the agenda, the committee directed that the audited balance sheet for Financial year 2009-2010 should be prepared as early as possible and placed in subsequent meeting.

The matter at point 4.3 of the agenda pertaining to Income Tax Scrutiny assessment order was noted by the committee.

The committee approved the resolution of Executive Committee pertaining to utilization of balance funds in view of Income Tax exemption, approved through circulation and placed at point 4.4 of the agenda.

Regarding requirements of funds projected at point 4.5 of the agenda, the committee approved that current operational expenses should be meted out from the funds available with ITDA and demand should be made in the supplementary budget. Amount so spent shall be recouped. Further the committee directed that the budget for ITDA should be prepared in detail and presented to the committee in future.

Regarding the Bank Guarantees with ITDA pertaining to the E-Governance Project funded by the World Bank, the committee decided that letter should be sent from IT Department to the respective departments to convene the Project Steering Committee meetings and take a final view on the Bank Guarantees and close respective projects in this year itself.


The committee directed that the proposed Mukhya Mantri Yuva Sanchalit Samudhaya Kendra scheme should be revisited and the possibility of dovetailing the CSC scheme with this should be examined. It was also decided that the Principal Secretary (IT)/ Chairman, ITDA in consultation with Secretary (Rural Development) and Additional Secretary (IT)/ Director, ITDA will fine tune the proposal to be sent to Finance Department for approval.

The committee noted the status of the various schemes under NeGP and directed that detail reviews should be held by the respective project State level committees as done earlier in the day for the eDistrict project. The committee directed that remaining PoPs under UKSWAN should be operational within a month.

3. The committee approved the proposal for setting up of the Citizen Call Centre, however it was directed that the project funding should be obtained from Government of India.

4. The committee approved the creation of the Grievance Redress System for CM Ombudsman developed through NIC.

5. The committee approved the project for development and implementation of Computerised Gate Pass system for Secretariat through NIC.



21. The committee approved the setting up of a centre within ITDA for the encouragement of the use of Free and Open Source Software, Linux and Open Office.
22. The committee approved the proposal for creation of Sanskriti Portal, however it was directed that the project funding should be obtained from Government of India.
23. The committee approved the development and creation of Hon'ble Chief Minister's portal.
24. The Chairman directed that the meeting of the State level committee for UID project shall be convened urgently.

The meeting ended with a vote of thanks.

(N.S. Napalchiyal)
 Chief Secretary, Govt. of Uttarakhand &
 Chairman, Information Technology Development Agency

Dated: 09 June 2010

Ref: 128 /ITDA-183/2010

Copy of the above minutes of the meeting to the following:

- ① P.S to Chief Secretary, Uttarakhand
- ② Staff Officer, Chief Secretary, Uttarakhand
- ③ IDC, Uttarakhand
- ④ Principal Secretary, Finance, Uttarakhand
- ⑤ Principal Secretary, Karmik, Uttarakhand
- ⑥ Principal Secretary, Industries, Uttarakhand
- ⑦ Principal Secretary, Tourism, Uttarakhand
- ⑧ Principal Secretary, Urban Development, Uttarakhand
- ⑨ Principal Secretary, Social Welfare, Uttarakhand
- ⑩ Principal Secretary, Information Technology, Uttarakhand
- ⑪ Secretary, Agriculture, Uttarakhand
- ⑫ Secretary, Education, Uttarakhand
- ⑬ Secretary, Rural Development, Uttarakhand
- ⑭ Addl. Secretary, Information Technology, Uttarakhand
- ⑮ Managing Director, HILTRON, Uttarakhand
- ⑯ SIO, NIC State Unit, Uttarakhand
- ⑰ Director, Treasuries, Uttarakhand
- ⑱ Director, Education, Uttarakhand
- ⑲ Director, Information and Public Relations, Uttarakhand
- ⑳ CDO, Pauri.

(Nitesh Kumar Jha)
 Director, ITDA