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MINUTES OF MEETING HELD UNDER THE CHAIRMANSHIP OF DR. ABHISHEK JAIN, IAS, SECRETARY (DDTG) TO THE GOVERNMENT OF HIMACHAL PRADESH ON 15-07-2023 AT 05:00 PM TO REVIEW THE ACTIVITIES OF DEPARTMENT OF DIGITAL TECHNOLOGIES AND GOVERNANCE

At the outset, Director (IT) welcomed the Chairperson. The Director IT gave presentation on the status of the major projects of Department of Digital Technologies & Governance. Gist of the meeting held and decisions taken during the meeting are as follows:

1. **4G Saturation Project:** Director (IT) briefed on the status of Land Allocation under the 4G Saturation Project in Himachal Pradesh. The Chairperson directed to submit a comparison report for the last two months regarding the 4G Saturation project.

2. **MMSS Helpline:** It was informed that pendency of complaints under the Mukya Mantri Seva Sankalp Helpline @1100 are being shared with all concerned Departments, Boards, Corporations and Districts every Monday through email. The Chairperson directed to put up physical file regarding pendency for the perusal of worthy Chief Secretary of Government of HP. Further, the Chairperson directed to organize a review meeting for Mukhya Mantri Seva Sankalp Helpline under the Chairmanship of Hon'ble CM.

3. **HimParivar Project:** The Chairperson directed to write letters to HPSEBL, JAL Shakti, HP Swasthya Bima Yojana Society the required data for the HimParivar project in a specific format, facilitating the seamless seeding of HimParivar IDs. The department should have the reasons for non-integration of the major databases like HPSEBL and Jal Shakti.

4. **RoW Proposals:** The Chairperson directed to seek time from worthy Chief Secretary to discuss amendments in the RoW Policy. After that proposal may be sent to cabinet for the approval of amendments in the Row Policy.

5. **Digital Communication Readiness Index (DCRI):** It was informed that Government of India has extended the timeline to March 2024 for completion of preparatory activities. The Chairperson directed to appoint RoW nodal officers for DCRI as well.

6. **Digital Museum:** Digital Museum should utilize various digital technologies to educate people in an interactive manner. The Digital Museum may leverage technologies such as virtual reality (VR), augmented reality (AR) and other innovative tools. The chairperson directed that all technical people to give inputs for this museum.

7. **Copyrights of web applications:** Copyright for all software developed free of cost by the Department of Digital Technologies and Governance for various departments should be in the name of the DDTG.

8. **STPI Kangra:** The Chairperson directed to seek a revised estimate from PWD as per directions given during the site visit on 3rd July 2023. The Chairperson also directed prepare the site inspection report of IT Park visited on 3rd July, 2023.

9. **GIS LAB:** Director (IT) apprises the manpower plan to be deployed in GIS lab. The Chairperson told that GIS will be used for digital ward boundary mapping; property tax, school boundaries areas, and other important mapping and will be used for various analysis and decision-making systems.

10. **e-Office:** The roll out status of eOffice HP Secretariat, Directorate, DCs/ SPs and other field office was apprised to the worthy Secretary (DDTG) to Government of Himachal Pradesh. Following direction was given by the Chairperson:

   a. The Central Diary of HP Secretariat should be automated by implementing eOffice.
   b. To put up on file for order from the Hon'ble Chief Minister that no physical dak and file may be accepted by any departments unless and until due to unavoidable reasons.
   c. To study Law and Finance branches and map them into eOffice application, so that both of them should start using eOffice.
   d. All the CPS email Id be created and also map them into eOffice application.
   e. Separate inboxes be created for different departments for all the Secretaries to the Government of Himachal Pradesh.
   f. To call all Directorates offices to ask them to start using eOffice, since their roll status report will be put up to the Hon'ble Chief Minister shortly.
   g. It was also discussed that while working on saccess, the web browser should ask 2 times for login rather than 3 times.
   h. The Chairperson directed internet speed in HP Secretariat to be checked properly through NIC and a dedicated connection to be provided to the Hon'ble Chief Minister Office for a seamless experience while using IT applications.

11. **Annual Administrative Report:** Annual Administrative Report should have the comprehensive information about the department. It should provide a complete overview, including various activities, achievements of the department over the given period and future plans.

12. **Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA):** The Chairperson gave target of 3 lakh to CSC-SPV for this year to make people of rural areas digital literate. This will help citizens in rural areas to operate computer or digital access devices, access Government services, digital payments, etc. PMGDISHA committee meeting may be held to review the progress of the scheme in the State.

13. **Manpower Hiring:** The Chairperson suggested that professional manpower may also be hired from reputed institutes like NIT Hamirpur, IIIT Una, IIT Mandi. The Department may contact these institutes for hiring the professional manpower.

14. **Capacity building of Employees:** The Chairperson emphasized on the importance of updating the knowledge and skills of the department's manpower on a regular basis to enhance their contributions. The Chairperson directed that:

   a. Compulsory training sessions should be organized for the staff of the Department. These training sessions will help enhance the skills and knowledge of employees.
   b. A library to be established in the Department having books on latest technologies, magazines, and journals.
   c. Inhouse training program to be conducted
   d. Peer learning programme to be organized within the department to encourage continuous learning and collaboration.
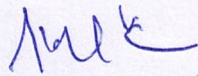
15. **Project planning based on vision of the Department:** The Chairperson directed to work toward the vision of the department to bring digital transformation in the State. The Chairperson mentioned that

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a. The application and software should be designed for every segment of society. It should improve the way citizen interacts with government.
b. The digital services should be designed considering the Scalability and Replicability.
c. The digital services should be consolidated in different categories for ease of access.
d. Involve stakeholders while developing the software and solutions. The feedback should be obtained at every stage and document the same.
e. Updation/ improvement of existing services should be done on regular basis. Groups of 3-4 person should be created within the department to provide the recommendations.

16. The Chairperson directed to take action on below points:
   a. Setting up of a library in the Department before 15th August.
   b. Reviewing existing IT projects by forming groups of 3-4 people to study them before 15th August.
   c. Organizing a peer learning program in the Department starting from next month.
   d. Renovating HPSEDC conference room
   e. Set targets of 3-4 lakhs for PMGDISHA (Pradhan Mantri Gramin Digital Saksharta Abhiyan) for this year.
   f. Conduct capacity building programs for employees.
   g. Finalizing the concept for the Digital Museum.
   h. Exploring engagement opportunities with Government of India (GoI) schemes/agencies related to IT and Telecom, such as CDAC, NeGD, C-DOT, and determining how funds can be obtained from GoI.
   i. Prepare plan to increase employment generation through IT.
   j. Prepare action Plan for this year with timelines.

Secretary (DDTG) to the
Government of Himachal Pradesh

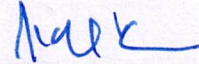**Endst: DIT-B015/22/2018-IT SECTION-GoHP**   Dated: 5th Aug, 2023

Copy to:-
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4. Sh. Anil Semwal, Joint Director (IT), Deptt. of Information Technology
5. Sh. Narender Kumar, Manager (IT), Deptt. of Information Technology
6. Sh. Vikas Chadha, Manager (IT), Deptt. of Information Technology
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Secretary (DDTG) to the
Government of Himachal Pradesh