

SOCIETY FOR PROMOTION OF IT AND E-GOVERNANCE IN HP (SITEG)

(A SOCIETY OF DEPARTMENT OF INFORMATION TECHNOLOGY, GOVT. OF HIMACHAL PRADESH)

Minutes of the Executive committee meeting of Society for Promotion of IT and e-Governance in Himachal Pradesh (SITEG) held on 19-09-2022 at 01:00 PM under the Chairmanship of Principal Secretary (IT)-cum-Chairman, Executive Committee.

List of members present in the meeting is at Annexure-"A".

The Director (IT)-cum-Member Secretary welcomed all the members of the Executive Committee of SITEG to the meeting.

Thereafter, item-wise discussion on the agenda items was taken up with the permission of the Chair. The details of item-wise decisions are as under:

Item No. 1**To grant leave of absence to Members.**

The leave of absence was granted to the members who were unable to attend the meeting.

Item No. 2**Confirmation of minutes of the previous meeting held on 27.09.2017 along with its action taken report (ATR).**

Minutes of the previous meeting were confirmed along with action taken report(ATR)

SITEG – Accounts**Item No. 3 (A)****To consider and approve Annual Accounts (Balance Sheet & Income Expenditure Statements) of the Society for the Financial Years – 2015-16, 2016-17, 2017-18, 2018-19 , 2019-20 & 2020-21.**

The Executive Committee perused the Annual Accounts for the Financial Years – 2015-16, 2016-17, 2017-18, 2018-19 , 2019-20 & 2020-21 and approved the same .

(B)**Estimates of income and expenditure for the Financial Year 2021-22 & 2022-23.**

The Member Secretary appraised the "Income & Expenditure" statements to the

Executive Committee in detail.

The Chairman stressed to prepare the Annual Accounts (Balance Sheet & Income Expenditure Statements) of the Society for the FY 2021-22 at the earliest and file the income tax return before due date i.e. 30th September, 2022.

SITEG – Employees & Misc.

Item No. 4

To consider and approve the revised emoluments of the SITEG Staff.

The Executive Committee approved the revised emoluments of the SITEG Staff. However, the Chairman stressed on the following points:

- No further engagement of staff in the SITEG on contract basis.
- In-principle approval has been granted for the re-designation of Smt. Priyanka Sidhu from Computer Operator to Clerk/JOA(IT) and also directed to take up the proposal in this regard on file for further course of action.

Item No. 5

To consider and approve the hiring of one Accountant in the Society on outsourced basis for the smooth maintenance and supervision of SITEG Accounts.

The matter was discussed in detail and approved to hire one retired accountant through advertisement subject to the completion of all codal formalities instead of hiring on outsourced basis, in the SITEG for the period of one year with monthly emoluments of Rs. 20,000/ (fixed).

Item No. 6

Ex-post facto approval for hiring of two Data Entry Operators (DEOs) & two Peons on outsources basis.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 7 (A)

Ex-post facto approval for the grant of emoluments to Smt. Sharda Khachi, Clerk at par with that admissible to regular employees/clerks in Govt. Departments, w.e.f. 01-03-2019, on the analogy of such grant to the staff in School Shiksha Samiti (Sarv Shiksha Abhiyan/RMSA), on completion of three

years of service on contract emoluments.

The Executive Committee noted and agreed to the action taken by the SITEG.

(B)

Ex-post facto approval for the grant of emoluments to Smt. Shashi Devi, Peon at par with that admissible to regular employees in Govt. Departments, w.e.f. 15-07-2022, on the analogy of such grant to the staff in SITEG.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 8

Ex-post facto approval for the grant of equivalent of Grade pay from 75% to 100% w.e.f. 1-4-2018 and from 100% to 125% w.e.f. 1-4-2019 to the contract employees (Smt. Sharda Khachi, Clerk and Miss Priyanka Sidhu, Computer Operator) of SITEG.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 9

Ex-post facto approval for the grant of DA @134% w.e.f. 01.01.2017, @137% w.e.f. 01.07.2017, @ 140% w.e.f. 01.01.2018, @ 144% w.e.f. 01.07.2018, @ 148 w.e.f. 01-01-2019 ,@ 153% w.e.f. 01-07-2019 and @ 159% w.e.f. 01-07-2021 to the SITEG employees.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 10

To consider and approve the contribution by SITEG toward employer share of E.P.F in r/o SITEG staff as per EPF Act, 1952.

The matter was discussed in detail and approved from the date of registration of SITEG under EPFO.

Item No. 11(A)

Ex-post facto approval for the grant of an increase in the minimum wages of Aadhar Operators.

The Executive Committee noted and agreed to the action taken by the SITEG.

(B)

To consider and approve an increase in the minimum wages of Aadhar

Operators.

The matter was discussed in detail and approved.

Item No. 12

Ex-post facto approval for the grant of annual increase to Smt. Amrita Chauhan, Aadhar Operator during the year 2019.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 13

Ex-post facto approval for the grant of performance based incentives to eDMs.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 14

Ex-post facto approval for Non-TRAI SMS rates and waive off AMC charges through SMS Gateway.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 15

Ex post facto approval for the charges for availing Himachal Pradesh State Data Centre (HPSDC) Services i.e. security audit, co-location of Hardware and hosting of websites/applications.

The Chairman has desired that Society was maintained basically for "no profit no loss" and suggested to look for some avenues for generating revenue for the society for making it self- reliant and therefore it was decided to re-examine the matter again and deal separately before the Chairman for approval in connection with the decision on charges pertaining to provision of hosting of applications at HP-SDC.

Item No. 16

Ex-post facto approval for hiring vehicles on outsource basis.

The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 17

(A)

Ex-post facto approval for the enhancement of emoluments to categories not included in minimum wages notification of HP Finance Department, which are engaged on outsource basis and at rates similar to given in the said notification.

The Executive Committee noted and agreed to the action taken by the SITEG.

Ex-post facto approval for enhancement of minimum wages as per HPFD

notifications dated 16th April, 2018, 20th February, 2019, 24th March, 2020, 16th April, 2021 & 5th April, 2022.

(B) The Executive Committee noted and agreed to the action taken by the SITEG.

Item No. 18

To consider and approve the inclusion of provisions of the C&AG audit of accounts of Society for Information Technology & e-Governance SITEG in accordance with the provisions laid down in Section 14 of the C&AG (DPC 1971).

The Executive Committee approved the inclusion of provisions of the C&AG audit of accounts of Society for Information Technology & e-Governance SITEG in accordance with the provisions laid down in Section 14 of the C&AG (DPC 1971) and additions in rules will be intimated to the Registrar, Co-operative Societies , Shimla,HP.

Item No. 19

To consider and approve the hiring of CA as Consultancy for GST.

The matter was discussed in detail and approved to hire the services of the CA as consultancy for GST as per the provisions of the HPFR, 2009 subject to the final approval of the EC on the rate discovery.

Item No. 20

To consider and approve the reduction in the size of “General House” & “Executive Committee” of the SITEG.

- Not approved.
- The Executive Committee directed to continue with the existing pattern.

Item No. 21

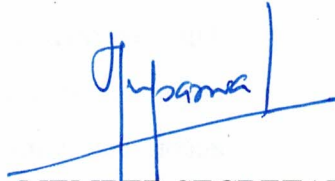
Any other items with the permission of Chair.

The Chairman suggested the following points:

- To constitute the sub-committee of the following officers to make society more vibrant & financial sustainable :
 - 1) Director(IT)-cum –Member Secretary, SITEG
 - 2) Director (RD&PR)
 - 3) Director (UD)

4) CGM(BSNL)

- IT related training with HIPA in order to look some avenues for generating revenue for the society.
- The services of the IT experts related with IT facilities viz. Wi-Fi, LAN etc. during the construction of the Hospitals, Educational Institutes, and Government Buildings etc. to be included in the Society
- Next time, the point related to "Presentation on the functioning of the SITEG" must be included before Annual Accounts of the Society under SITEG Agenda.


MEMBER SECRETARY (EC)
SITEG, Himachal Pradesh

हिमाचल प्रदेश सरकार

LIST OF MEMBERS PRESENT DURING THE EXECUTIVE COMMITTEE MEETING OF SITEG (EC) UNDER THE CHIRMANSHIP OF WORTHY PRINCIPAL SECRETARY (IT)-CUM-CHAIRMAN (SITEG, EC) HELD ON 19-09-2022 AT 01:00 PM.

| SR. NO. | NAME | DESIGNATION | SIGNATURE |
|---------|-----------------|---------------------|-----------|
| 1 | Manmohan Sharma | Director (UD) | Inm ✓ |
| 2 | D.S. Sahota | CGM BSNL HP | |
| 3 | Rugved Thakur | Director (RD) | |
| 4 | Jatin Lal | ADC Mandi | |
| 5 | Ranjeer Sharma | Addl. Director (IT) | Ry |
| 6 | Anil Semwal | A. Director (IT) | |
| 7 | | | |
| 8 | GIRISH KUMAR | ACF | |
| 9 | Mukesh Repaswal | Director (IT) | |
| 10 | | MD, HPSEDCL | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
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हिमाचल प्रदेश सरकार

LIST OF MEMBERS PRESENT DURING THE EXECUTIVE COMMITTEE MEETING OF STEG (EC) UNDER THE CHAIRMANSHIP OF WORKING PRINCIPAL SECRETARY (IT)-CUM-CHAIRMAN (STEG, EC) HELD ON 19-09-2022 AT 07:00 PM

| Sl. No. | NAME | DENOMINATION | SIGNATURE |
|---------|------------------|-------------------|-------------|
| 1 | DR. MANISH KUMAR | Director (IT) | [Signature] |
| 2 | DR. MANISH KUMAR | CCM B2AL HP | [Signature] |
| 3 | DR. MANISH KUMAR | Director (IT) | [Signature] |
| 4 | DR. MANISH KUMAR | ABE Member | [Signature] |
| 5 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 6 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 7 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 8 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 9 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 10 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 11 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 12 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 13 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 14 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 15 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 16 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 17 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 18 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 19 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
| 20 | DR. MANISH KUMAR | ABE Director (IT) | [Signature] |
