

Minutes of the Executive Committee meeting of Society for Promotion of IT and e-Governance in Himachal Pradesh (SITEG) held on 11.08.2016 under the Chairpersonship of Mrs. Nisha Singh, Principal Secretary, IT

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

The Director (IT)-Cum-Member Secretary (EC), SITEG, welcomed all the members of the Executive Committee of SITEG to the meeting. Thereafter, item-wise discussion on the agenda items was taken up. Gist of discussions and decisions is as under:

Item No. 1: Grant leave of absence to members

Approved.

Item No 2: Confirmation of minutes of the previous meeting held on 23.12.2015

Minutes of the previous meeting were confirmed and Action Taken report on these minutes was discussed along with Item No. 3.

Item No 3 Progress of Major e-Governance Projects.

1. e-Procurement:

The progress of e-procurement was reviewed and it was observed that the project has been implemented successfully in major procuring departments. The SIO NIC was asked to take it forward and help other departments to adopt the same. The Finance Department was asked to confirm if e-Procurement is to be taken down to district level. It was also discussed in the meeting that e-Procurement project is being funded by World Bank through Finance Department.

Therefore, IT Department was asked to coordinate with World Bank and Finance Department to ensure timely release of funds.

2. HIMSWAN:

It was informed that IT Department is preparing RFP for the selection of HIMSWAN Operator along with change in the architecture. Also, RFP for the shortlisting of bandwidth provider is being prepared in order to have more than one operator. It was decided that newer architecture/ technology may be tested first before floating tender. At the same time user feedback about HIMSWAN may also be obtained and the same may be incorporated while finalizing new architecture. The IT Department was asked to prepare action plan for the same and submit it in next 10 days to the Chairperson, SITEG.

3. PMIS:

It was decided that capacity building of the departments already using PMIS may be initiated so that they can start using more and more options of PMIS, i.e., transfer and postings, service book updations etc. Apart from this, departments like Cooperative Department, Rural Development, Revenue Department should be targeted to start using PMIS. During the meeting it was discussed that PMIS may be integrated with e-KOSH and pension software. The SIO NIC informed that such functionality can be built in the software. Therefore, it was decided that test run of PMIS may be done in Printing & Stationary Department including integration of the same with eKOSH & Pension software. September 30, 2016 was set as the target date for its rollout. After successful rollout in Printing & Stationery Department, Industries Department would be taken up and subsequently

the other departments would be taken up in a phased manner.

4. e-District:

It was decided that IT Department may ensure that the 36 services rolled out under eDistrict project are used in the field and to prepare matrix for the same, and submit it within 10 days.

5. Land Records:

The SIO NIC informed that data of 127 Tehsils have been ported in the central server. However, State Government has recently notified more Tehsils/ Sub Tehsils and the count is around 149/ 150. Therefore, there is a need to make newly created tehsils/ sub tehsils operational. The SIO NIC was asked to prepare monitoring matrix about mutation updation happening in the field, settlement areas, tatima/ musavis digitization. It was also decided to send a note to ACS, Revenue and request him to look into the matter of making newly created tehsils/ sub tehsils operational and to let the IT dept./NIC know about the support that needs to be provided. It was also decided that Director Land Records will henceforth, be included as a permanent invitee to the Executive Committee of SITEG.

6. Parivar Register:

The progress of Parivar Register was reviewed and it was decided that Divisional Commissioners would be involved in monitoring the progress of Parivar Register data verification and Aadhaar seeding. Therefore, meeting may be fixed with Divisional Commissioners to discuss such issues. Letters may also be sent to all the DCs and Divisional Commissioners in this regard.

7. Aadhaar:

It was observed that Aadhaar based payments could not be started for pension disbursement through Postal Department, therefore, a meeting may be fixed with Postal Department regarding the same.

Item No 4: Delegation of Administrative and Financial Powers.

The Chairperson desired that a proposal be prepared for the clarification to be obtained from Finance Department regarding adoption of modification/instruction of FD dated 29.06.2015 when the main delegation of powers of the FD dated 03.06.2014 has already been adopted by the Society (SITEG) with the approval of Executive Committee and subsequent orders issued by order No SITEG/Estt.(1)2005-loose-9000 dated 17.03.2015. Till the clarification of FD is received in this regard, the delegation of power dated 03.06.2014 may be followed for disposal of day -to -day work of the Society (SITEG).

Item No 5: To consider and approve the expenditure of SITEG for the Financial Year, 2015-2016.

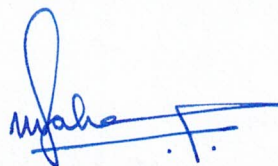
The Chairperson desired that a Committee headed by Additional Director (Admin) may be constituted to verify the expenditure from records and after verification of the same, the report of the committee alongwith audited accounts may be placed before Executive Committee for consideration and approval accordingly. It was also decided that henceforth, the audit of SITEG would be carried out by CA firm empanelled with the Principal AG office.

Item No 6: Status of Audit of SITEG Accounts for the year 2012-2013 to 2014-2015.

The Chairperson desired that the Audit work may be completed on priority basis. It was also decided that services of two retired persons from the field of Accounts be immediately taken for the clearance of pending accounting work. The expenditure on this account may be charged to any scheme/ projects where sufficient funds would be available.

Item No 7: To consider and approve the conversion of the post of Office Manager, SITEG to the post of Computer Operator in the contractual scale of Rs. 10,300+3200 Grade Pay and fixed consolidated emoluments of Rs. 13,500/- PM.

The representative of Finance Department has pointed out that a complete proposal of conversion of post may be prepared and moved to Finance Department for consideration. The Chairperson also desired that the case may be strongly recommended to the FD for consideration.



**Director (IT)-cum-Member Secretary SITEG (EC),
Department of Information Technology,
Himachal Pradesh.**