MINUTES OF THE GENERAL HOUSE MEETING OF SOCIETY FOR PROMOTION OF IT AND e-GOVERNANCE IN HIMACHAL PRADESH (SITEG) HELD ON 22-09-2011 UNDER THE CHAIRMANSHIP OF PROF. PREM KUMAR DHUMAL, HON'BLE CHIEF MINISTER, HIMACHAL PRADESH

The Principal Secretary (IT)-cum-Member Secretary, SITEG welcomed the Hon'ble Chief Minister (Chairman- SITEG), Chief Secretary (Vice Chairperson- SITEG) and the Members of the General House of SITEG. He apprised the members of the General House about the aims and objectives of the SITEG and provided an overview of the various e-Governance initiatives being implemented in the State under the aegis of SITEG.

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. I   LEAVE OF ABSENCE TO MEMBERS OF SITEG

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

ITEM NO. II   PROGRESS OF E-GOVERNANCE PROJECTS

The Director (IT) gave a presentation on the progress of various e-Governance Projects being implemented by SITEG/Department of Information Technology. E-Governance Projects e.g. e-Procurement, RCMS, LMS, e-Despatch, HRTC Touch Screen Kiosk, Parivaar Register, PMIS, HIPA VC, HIMSWAN, LMK, SDC, UIDAI, AGRISNET, SSDG, e-Peshi, Computerization of Himachal Pradesh Board of School Education etc were discussed in detail. During the presentation, the following decisions were taken:

PROJECT-WISE REVIEW & DECISIONS

E-Procurement: The Chairman appreciated the progress made in the implementation of e-Procurement project by IPH, PWD & Industries Departments, wherein 29 tenders worth Rs 178 crore had been floated. Director (IT) informed that e-Procurement had resulted in saving up to 27% in IPH and 8% in PWD. The Chairman directed that e-Procurement must be rolled-out in all the departments, for procurement of goods/services and

works, so as to promote transparency and competition. The Chairman emphasized that the administrative departments must avail the benefits of e-Procurement Project as this could entail huge cost savings for the government. Principal Secretary (IT) was directed to coordinate the expansion of roll-out plan for e-Procurement.

HIMSWAN: The Director IT informed that till date 1220 horizontal offices across the State have been connected through HIMSWAN. This State-Wide Network has helped in the roll out of multifarious G2C services. The Chairman directed all departments to plan out horizontal and vertical expansion requirements in order to connect the field offices (which are the critical cutting edge delivery points of governance). He desired that all departments must have HIMSWAN connectivity, preferably up to Block level. The Chairperson directed Principal Secretary (IT) to coordinate this effort.

Revenue Court Monitoring System (RCMS): The Director IT informed that Revenue Court Monitoring System (RCMS), a web based software developed by IT Department to automate the functioning of Revenue Courts, has been rolled out in the State. RCMS not only automates the case management for court staff but also provides case related information (including copy of judgments) online to citizens. The Chairman directed the Principal Secretary (Revenue) to ensure that all revenue courts in the State start using RCMS for data entry as well as for recording day to day proceedings of the cases, generating cause list online, uploading interim orders/ final judgments so that citizens can have online access to the information pertaining to their cases.

Litigation Monitoring System (LMS): The Director IT informed that digitization of data of all cases pending in the High Court has been completed and data entry of Supreme Court cases is being done in the office of RC, Delhi. The Chairman appreciated the efforts put in by the IT Department and desired that all Departments make use of the LMS facility to file timely responses to pending HC cases. He directed departments to make

concentrated efforts to pro-actively deal with court cases.

E-Despatch: The Director IT informed that e-Despatch software has been developed and rolled out in the State Secretariat, with an objective of replacing manual postal dispatch by electronic dispatch. The software would help in the fast delivery of letters; reduce stationery/consumable and postal costs. The Chairman emphasized to roll out this software in all the departments. He directed that e-Despatch must be used by departments as well as at DC offices to send electronic communications with the field offices. He emphasized that it will drastically reduce postage cost being incurred by all the departments, improve delivery time and will impart efficiency in government offices.

HRTC Touch Screen Kiosk: The Director IT informed that Department of IT has developed software to issue bus tickets using touch screen kiosk and the same has been implemented in the newly constructed ISBT, Tutikandi, Shimla. The Chairman directed Principal Secretary (Transport) to ensure that this facility is replicated at major public locations across the State.

Parivaar Register: The central features of Parivaar Register project were discussed. The Chairman directed that the Rural Development & Panchayati Raj Department must complete data entry to computerize the parivaar register and use it for automatic generation of 'Birth Register', 'Death Register' and 'Marriage Register'. The Chairman directed that other Departments e.g. Health, SJE, Education must also get associated with this database, in context of their field level activities, and develop a comprehensive database for use of this software as a single-source information hub and also for automating service delivery pertaining to these departments.

Personnel Management Information System (PMIS): The Director IT informed that all the Departments have started using PMIS software and feeding service records of the employees, though some more efforts are required for complete coverage and record verification. The Chairman

directed that all departments must ensure complete data entry by 31st October, 2011 end service record of all the State Government employees of various Departments must be verified. The Chairman laid more emphasis on the use of PMIS for the management of employees (i.e. vacancy position, recruitment of employees, promotion and transfer of employees). It would certainly help in taking managerial decisions on the basis of credible information in a proactive manner. The Chairman desired that PMIS must be put to actual use to generate service record, framing transfer proposals etc.

HIPA VC: The project status was discussed along with timeline for completion. The Chairman appreciated the progress and desired that the Video Conference facility at all Blocks, to provide training to panchayat functionaries/members, must be completed by October, 2011. The Chairman suggested that this facility may not be restricted to Department of Rural Development and directed that all Departments must use this facility to interact with their field functionaries in order to provide responsive governance.

Lok Mitra Kendra (LMK): The project status, including challenges, was discussed in detail. The Chairman appreciated that the progress in terms of service delivery through Lok Mitra Kendra Project has now picked up and more than 700 VLEs are now active. He desired that besides the existing G2C Services e.g. electricity bills, I&PH Bills, Jamabandies, HRTC Tickets, e-Samadhan etc., new G2C services must be brought under the ambit of the project to make the project viable and sustainable. The Chairman appreciated that BSNL bill collection would be shortly introduced through LMKs.

Unique Identification Project (UID): The Director IT presented the project status. The Chairman appreciated the progress made at districts of Una and Hamirpur. He directed that the DCs along with Enrollment agencies must intensify the IEC activities under the UID project so that citizens are made aware about the enrollment modalities and also the project benefits. He

directed that even for districts which are nearing completion of enrolments, some permanent enrollment stations must be made available at the Tehsil/Block level so as to facilitate citizens to get themselves enrolled.

Computerization of HP Board of School Education (HPBoSE): The Director IT informed that the activity for the computerization of HP Board of School Education has been outsourced and the same would be completed by December, 2011. The Chairman HPBoSE informed that they are going to start the affiliation module by October, 2011. Besides this, a new procedure would be adopted to register ninth class students and a registration number would be issued to each student. This would reduce data entry work during the Board Exams. He further requested that all Schools, where internet facility exists, may be used to upload the data related to HPBoSE activities. This would reduce data entry effort at Board level. Pr. Secretary (IT) suggested that even HP University must use such facility to automate their examination system. VC HPU said that they are working on it. The Chairman appreciated the computerization project for HPBoSE and directed that it must be completed holistically in order to bring more transparency and efficiency in the working of HPBoSE.

SDC Building: The Director IT informed that HIMUDA is constructing the building for setting up of the State Data Centre Project and the tendering process for selection of implementation agency is on. The Chairman asked IT Department to direct HIMUDA to complete the SDC Building within one year.

AGRISNET: The project status was discussed in detail. Keeping in view the low usage of AGRISNET project by the farmers, the Chairman suggested that AGRISNET project must be linked with Lok Mitra Kendras so that farmers could make use of it. He directed concerned Secretaries of Department of Agriculture, Horticulture, Fisheries and Animal Husbandry to ensure creation of awareness about the AGRISNET facility among the users.

SMS Gateway: The Chairman emphasized the advantages of SMS gateway. He stressed that this is a low cost solution for improving efficiency and

effectiveness of government service delivery. He directed that all departments must make use of this facility for Government to Citizen Service Delivery in order to improve governance at field level.

E-Peshi: The project status was discussed. The Hon'ble CM asked IT Department to take up matter with High Court to use existing VC facility in 4 courts and 4 Jails and also implement e-Peshi in other Courts and Jails in association with the Department of Home. The Principal Secretary (Home) apprised that a coordination meeting will be organized to ensure implementation of this project.

In the end, the project wise financial details were presented to the General House for all the projects being handled by SITEG. Director IT mentioned that large number of e-Governance Projects have been implemented with very limited technical manpower in the IT Department. Therefore, there is urgent requirement to strengthen the organization structure of IT Department to keep this momentum. The Hon'ble CM asked the Chief Secretary to examine the issue and directed Principal Secretary (IT) to submit proposal for strengthening of the department.

Issues raised by Chief Secretary: After completion of the presentation on e-Governance projects implemented by the IT Department, the Chief Secretary laid emphasis on the following aspects:

- Need to develop software for inventory management especially in the case of IPH, PWD, Health and other Departments.
- Need to expand the ambit of e-Procurement to induce transparency and tap potential cost savings, by implementing it across all departments where procurements/tenders are done.
- Parivaar Register must have lateral linkages with other departments to derive information like number of children getting education or going to Anganwari or getting health treatment etc. Further the linkage with PDS may also be done,
- PMIS must be used by all the departments as a base to derive various

analytical reports like staff strength/ vacancies/ retirements in a department, issue transfer orders, getting institutional data, etc

- VC facility being created under HIPA VC Project must be used by all the Departments for training purposes
- E-Despatch may be replicated across the government departments to save time as well as government money. Saving in money would be utilized to provide necessary hardware for the implementation of e-Despatch software.

The Hon'ble Chief Minister gave following comments/ suggestions on ITEM NO. II:

- The Chairman stressed that the ultimate objective of all IT projects is to facilitate service delivery to the common man. He emphasized that IT tools must be implemented with objective of reducing delays and bringing more transparency.
- While appreciating the efforts made by Department of IT, the Chairman directed that the observations made by Chief Secretary and decisions taken on Item # 2 must be complied with by all the departments.
- SITEG General House meeting must be convened every year and balance sheet of SITEG for the previous year must be completed, preferably, within 6 months.

The Principal Secretary (IT) assured the Chairperson that compliance with regards to the decision taken would be done.

ITEM NO. III   **AMENDMENTS IN RULES AND REGULATIONS FOR ENGAGEMENT OF STAFF IN SITEG**

The General House approved the inclusion of following clauses, as Rule-14(A) in the existing Rules of SITEG after Rule-14 and these additions in rules will be intimated to the Registrar, Co-operative Societies, Himachal Pradesh Government, Shimla:

　　　　i)　　　　Permission of Finance Department, Government of Himachal

Pradesh shall be required to engage/hire any personnel in SITEG except on outsourcing basis.

ii) The personnel engaged by Society shall be staff of SITEG and will have no claim for absorption in the Department of Information Technology, Government of Himachal Pradesh or any other department in the State.

iii) In case of dissolution of Society, the services of the personnel engaged by SITEG society would automatically stand terminated /dispensed with.

The service conditions of personnel engaged by Society will have no linkages with the Rules applicable to State Government employees.

ITEM NO. IV   DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS

The General House of Society considered and approved the delegation of powers as proposed in Annexure-4.2 of agenda and passed the following resolution:-

"that revised/amended delegation of Administrative and Financial Powers as per Annexure - 4.2 of agenda is approved."

ITEM NO. V   TO CONSIDER AND APPROVE ANNUAL ACCOUNTS (BALANCE SHEETS & INCOME-EXPENDITURE) OF SOCIETY FOR THE FYs 2004-05, 2005-06, 2006-07 AND 2007-08

General House considered and approved the certified Balance Sheets and Income & Expenditure Statements of SITEG society for submission to Himachal Pradesh Government and following resolution was passed:-

"The Balance Sheets and Income & Expenditure Statements of SITEG society for the Financial Years 2004-05, 2005-06, 2006-07 and 2007-08 are approved."

In his concluding remarks, Hon'ble Chairman appreciated the progress of various e-Governance Projects especially Lok Mitra Kendras (LMK), which from a dormant stage about

a year ago has shown excellent progress. Hon'ble Chairman stressed that remaining LMKs should also be activated speedily so that citizens can access various G2C services at their doorsteps in transparent and fair manner. Hon'ble Chairman also impressed upon to convey to the Deputy Commissioners to expedite the enrollment process for AADHAR project. He appreciated that it is honour for the State that Una and Hamirpur districts have become first districts in the country to complete AADHAR enrollment.

Hon'ble Chairman also directed that SITEG General House meeting must be held every year and balance sheet of SITEG for the previous three years should also be finalized at the earliest. Hon'ble Chairman emphasized that the benefits of information technology must reach the common man. It would help in reducing the delay and bring more transparency in providing G2C services. IT must be used as a tool to deliver G2C services at the doorstep of the citizens.

Hon'ble Chairman further stressed that all Departments must use PMIS as a tool for proper manpower planning i.e. to prepare transfer plan in advance, retirement list well in time and initiate the recruitment process in anticipation of vacancy in the near future so that the Government work does not suffer. PMIS data can help in collating the data for creation of posts, posting, determining staff strength, and expected number of retirements in a year & rational deployment of staff in various field offices.

The meeting ended with a vote of thanks to Chair.

CHAIRMAN [SITEG]

The following were present in the General House meeting of SITEG:-

1. Prof. Prem Kumar Dhumal Hon'ble Chief Minister	**Chairman**
2. Mrs. Rajwant Sandhu, IAS Chief Secretary	Vice-Chairperson
3. Sh. S.K. Dash, IAS Principal Secretary (S & JE)	Member
4. Sh. T.G. Negi, IAS Principal Secretary (Transport)	Member
5. Sh. Deepak Sanan, IAS Principal Secretary (MPP & Power)	Member
6. Sh. Ajay Mittal, IAS Principal Secretary (PWD)	Member
7. Sh. V.C. Pharka, IAS Principal Secretary (Agriculture & Horticulture)	Member
8. Sh. P.C. Dhiman, IAS Principal Secretary (Home)	Member
9. Sh. Shrikant Baldi, IAS Secretary Principal Secretary (IT & Finance)	Member-
10. Sh. S.K.B.S. Negi, IAS Principal Secretary (RD & PR)	Member
11. Mrs. Manisha Nanda, IAS Principal Secretary (Tourism)	Member
12. Sh. Ali Raza Rizvi, IAS Secretary (Health)	Member
13. Sh. R.D. Dhiman, IAS Chairman, HPSEB Ltd, Shimla	Member
14. Sh. Rajneesh, IAS Director (IT)	Member

15. Sh. ADN Bajpai
    Vice Chancellor,
    HP University, Shimla   Member

16. Prof. Ravi Prakash
    Vice Chancellor,
    JPUIT, Waknaghat, Shimla   Member

17. Dr. Raman Sharma
    Director, UIT, Shimla   Member

18. Sh. J. S. Rana, IAS   Representative of
    Director of Industries   Addl. Chief Secy., (Industries)

19. Sh. C.S. Singh, IFS   Representative of
    Chief Conservator (MIS)   Addl. Chief Secy.(Forests)

20. Sh. Sandeep Bhatnagar, IAS   Representative of
    Special Secretary (Education)   Secretary (Education)

IN ATTENDANCE:-

1. S.S. Chaudhry
   Joint Director (IT), Deptt. of Inf. Tech.
2. Sh. Rajeev Sharma
   Deputy Director (IT), Deptt. of Inf. Tech.
3. Sh. Anil Semwal
   Manager (IT), Deptt. of Inf. Tech.
4. Sh. Harpal Singh
   Manager (IT), Deptt. of Inf. Tech.
5. Sh. Dinesh Sharma
   Deputy Manager, Deptt. of Inf. Tech.
6. Sh. Naveen Bindra
   Programmer, Deptt. of Inf. Tech.