GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F 5(241)/DoIT/Tech/05/2447   Jaipur, Dated: 19.10.10

MINUTES OF 6th MEETING of the APEX COMMITTEE

The 6th meeting of the Apex Committee on IT&C was held under the chairmanship of the Chief Secretary on 01.10.10 at 04.00 PM in Committee Room no. 1, Secretariat, Jaipur. The list of participants is enclosed.

At the outset, Secretary & Commissioner, IT&C extended a warm welcome to the Chief Secretary (Chairperson, Apex Committee).

Following is the record of discussions held during the meeting:

1. **Confirmation of minutes of the 5th meeting held on 13.08.10**

   As no comments were received from any of the members present at the 5th meeting, the Minutes of Meeting held on 13.08.2010 were deemed to be approved.

2. **Action taken report of meeting dated 13.08.2010**

   Secretary & Commissioner, IT&C apprised the chair of the following status:

   a. **Appointment of nodal officers for IT / e-Governance**

   Secretary & Commissioner, IT&C informed that a meeting of nodal officers was held on 19.08.10 where their roles and responsibilities were clearly spelled out and recorded in the minutes. Meetings to review the progress and status are being held regularly. It was also pointed out that nodal officers have not been appointed in some departments. Chief Secretary directed that letter under his signature in this regard may be sent to all the Administrative Principal Secretaries and Secretaries.

   b. **Regular and timely updation of websites**

   It was informed that updation of websites is being regularly monitored by Secretary & Commissioner, IT&C during monthly review meeting of nodal officers. Process for getting third party audit of websites has been initiated.

   The Chairman directed that all the Principal Secretaries, Secretaries and Heads of Departments must monitor their respective department's website so as to ensure that the websites are being regularly updated. Further, it was also decided that wherever

required, the websites must be redesigned so as to make them more interactive and attractive for the citizens and other stake holders.

It was emphasised upon all the members that no third party can ensure timely updation of the websites on their own. The onus for updation rests with the concerned departments. However, the actual technical work of updation can be outsourced, if so required.

c. **Outsourcing back-office computerization work of government departments to Rural Shores**

Commissioner, BIP apprised the members about the pilot project being taken up by Rural Shores in Jobner.

An officer from DoIT&C visited Karnataka and Andhra Pradesh from 27th-29th September, 2010. He informed that although such centres are doing good work in both the states, minimalistic Government work is being outsourced to only a few of these centres.

The concept was appreciated by the Chairman and the members and it was decided to support Rural Shores initially in setting up one BPO centre at Jobner for which proposals may be prepared and necessary approvals obtained.

3. **Review of National e-Governance Plan (NeGP) projects and major IT initiatives undertaken by DoIT&C.**

The members were apprised of the current status of the following major projects:

- Rajasthan State Wide Area Network (RSWAN)
- Common Service Centre (CSC)
- State Data Centre (SDC)
- e-District (pilot – Jodhpur, Ajmer)
- State Service Delivery Gateway(SSDG)
- State Government Websites
- e-Secretariat
- e-SANCHAR

4. **Fixation of rates on task basis for NREGS work through CSCs.**

In pursuance of the decision taken in the 3rd meeting held on 26.05.10, a Committee was constituted under the chairmanship of Additional Commissioner, NREGS to fix rates for works / jobs of MNREGS identified by Rural Development Department for outsourcing to CSC VLEs. The Committee conducted a time and motion study in 2 Panchayat Samitis namely Jhotwara and Bassi and thus derived the rates on task basis. The rates are as follows:

SN	Task description	Rates in Rs.
1	Issuance of e-muster roll including entry of demand based on form No. 6, work allocation, grouping	2.00
2	New registration of house-hold-issuance of job cards	1.00
3	Add applicant per job card	0.50
4	Delete applicant per job card	0.50
5	Delete registration per job card	0.50
6	Material bill entry including scanning of bills	1.80
7	Material bill entry	0.80
8	Photo uploading per job card	2.00
9	Add bank / post office account (per account)	0.50
10	Delete bank / post office account (per account)	0.50
11	Add job card	0.50
12	Delete job card	0.50
13	Complete entries of muster roll including MB Book Entry, attendance, wage rate, payment, cheque number, wage list and wage slip generation	2.00
14	Delete work allocation	0.50
15	Delete demand allocation	0.50
16	Scanning work per page	1.00
17	Letter typing including editing	5.00

As per directions of FD, the matter was put up for approval of the Apex Committee.

The Committee approved the matter for submission to FD.

5. e-SUGAM (web enabled Grievance Redressal)

Senior Technical Director, NIC gave a detailed description of SUGAM software. Principal Secretary, AR & PG informed that training inthis regard has been scheduled. It was decided that AR & PG Department, with technical support of NIC, should launch this portal at the earliest.

6. Monitoring of matters related to Vidhan Sabha at Secretariat level

Managing Director, RajCOMP made a short presentation of the project. It was decided that the Justice Department would take necessary action to ensure the implementation of the project in the concerned departments. Specifically, they will coordinate with other departments and provide the tree structure of the departments with details of the roles / access permissions to be assigned at various levels. Thereafter, Justice Department and RajCOMP will arrange for hands-on training for the stakeholder departments and ensure that the project goes live expeditiously.

The members were informed that an application for Vidhan Sabha has also been developed by NIC and that NIC is also arranging for digital

signatures for the departments. Therefore, it was decided that NIC will integrate "Monitoring system for Vidhan Sabha Matters at Secretariat level" with its own application software.

7. **I-FACTS (IT enabled fully automated citizen based transparent status)**

Managing Director, RajCOMP made a short presentation of the project. It was decided that following departments to be taken up for implementation in the first phase:

    a. Education
    b. Public Health & Engineering
    c. Energy
    d. Medical & Health
    e. Food & Civil supplies
    f. UDH & LSG
    g. Panchayati Raj & Rural Development

A set of specific questions is to be designed by the selected departments and sent to DoIT&C with the approval of their respective Administrative Secretary / Principal Secretary.

The project was approved for implementation at total project cost of ₹70 lakhs for which necessary approval of SeMT and FD may be obtained.

The meeting then ended with thanks to the chair.

Secretary & Commissioner, IT&C
Member Secretary

List of attendees

1.	Additional Chief Secretary, Finance Department, Rajasthan, Jaipur
2.	Principal Secretary, Social Justice & Empowerment Department, Rajasthan, Jaipur
3.	Principal Secretary, School & Sanskrit Education Department, Rajasthan, Jaipur
4.	Principal Secretary to Government, Justice Department, Rajasthan, Jaipur
5.	Principal Secretary, Administrative Reforms Department, Rajasthan, Jaipur
6.	Administrator, Rajasthan State Agriculture Marketing Board, Jaipur
7.	Principal Secretary to Chief Minister, Rajasthan, and Principal Secretary, Information Technology & Communication Department, Jaipur
8.	Principal Secretary to Government, Department of Personnel, Rajasthan, Jaipur
9.	Secretary to Government, Energy Department, Rajasthan, Jaipur
10.	Project Director, RHSDP, Medical & Health Department, Rajasthan, Jaipur
11.	District Collector, Collectorate, Jaipur
12.	Managing Director, RajCOMP
13.	Director, LNMIIIT, Jaipur
14.	Shri Tarun Toshniwal, Senior Technical Director, NIC, Jaipur
15.	Shri J.P. Lokhwani, Chief Engineer (HQ), PHED, Jaipur
16.	Shri R.K. Meena, ACE (R), PHED, Jaipur
17.	Shri A.K. Kalla, Dy. CE (IT), JVVNL

Copy for information & necessary action to:

1. P.S. to Chief Secretary, Government of Rajasthan, Jaipur
2. Additional Chief Secretary, Finance Department, Rajasthan, Jaipur
3. Director General, National Informatics Centre (N.I.C.)
4. Principal Secretary, Rural Development and Panchayati Raj Department, Rajasthan, Jaipur
5. Principal Secretary, Public Health & Engineering Department, Rajasthan, Jaipur
6. Principal Secretary, Social Justice & Empowerment Department, Rajasthan, Jaipur
7. Principal Secretary, School & Sanskrit Education Department, Rajasthan, Jaipur
8. Principal Secretary to Government, Justice Department, Rajasthan, Jaipur
9. Principal Secretary, Administrative Reforms Department, Rajasthan, Jaipur
10. Principal Secretary, Planning Department, Rajasthan, Jaipur
11. Administrator, Rajasthan State Marketing Board, Jaipur
12. Principal Secretary to Chief Minister, Rajasthan, and Principal Secretary, Information Technology & Communication Department, Jaipur
13. Principal Secretary to Government, Department of Personnel, Rajasthan, Jaipur
14. Principal Secretary to Government, Medical & Health Department, Rajasthan, Jaipur
15. Secretary to Government, Rural Development Department and Commissioner, E.G.S, Rajasthan, Jaipur
16. Secretary to Government, Energy Department, Rajasthan, Jaipur
17. Project Director, RHSDP, Medical & Health Department, Rajasthan, Jaipur
18. District Collector, Collectorate, Jaipur
19. Shri Sharafat Hussain Shekh, Deputy Secretary, Rajasthan State Assembly Secretariat, Jaipur
20. State Informatics Officer, NIC, Rajasthan
21. Director, LNMIIIT, Jaipur

Secretary & Commissioner, IT&C