

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.

No.F.23(1)/IT-Cadres/2006/4632-33

Dated:- 11.10.06

**MINUTES OF MEETING OF IT CADRE OFFICERS HELD ON 15th SEPTEMBER,
2006 AT 2.30PM IN THE CONFERENCE HALL NO.-3**

The meeting of IT cadre officers of various departments of Government of NCT of Delhi was held on 15th September, 2006 under the Chairmanship of the Secretary (IT) to review the ongoing IT related projects in various departments of Government of NCT of Delhi.

The following points were discussed in the meeting:

1. Secretary (IT) advised all the IT Cadre officers to use latest and advanced technologies in the departments instead of using old and obsolete technologies.
2. Secretary (IT) said that an online form will be available for all the IT cadre officers to fill-up the personal details, qualifications, previous employment and ongoing project details in <http://it.delhigovt.nic.in/doit/edp/default.asp>. By 5th of every month, monthly progress report is to be submitted by the IT cadre officers, a reflection of which would then be made in their ACRs. The first report i.e. September, 06 be submitted by 15th October 2006.
3. Secretary (IT) advised that as far as possible every IT cadre officers should perform their separate own projects according to their designation. They should develop new projects, in addition to liaisoning and monitoring work for existing projects.
4. Secretary (IT) directed to all IT cadre officers to update their respective departments' website regularly according to the website guidelines provided by IT Department. Hit counters should also be implemented in all departments' website. The IT cadre officers will be the nodal officer responsible for updating their department's website.

5. Secretary (IT) opined that new projects done in various departments are not upto the mark as expectation is very high and we need to reconfigure and develop more IT projects, specially in view of the upcoming Commonwealth Games. IT Cadre officers should develop and implement more and more IT projects rather than doing administrative work.
6. Secretary (IT) directed all the IT cadre officials to prepare Software Development Life Cycle (SDLC) should be implemented in the IT Projects as per the Guidelines, Steps and Procedures for Planning of IT Projects.
7. Secretary (IT) directed that as per circular issued by former Secretary (IT) Sh. Prakash Kumar, Open Office should be used in all the departments of Govt. of NCT of Delhi instead of MS office. He stated that any new proposal to purchase of Microsoft Office from departments will not be considered.
8. Secretary (IT) apprised the officers that training on MS SQL Server and Networking/Security etc. will be provided to all the IT Cadre Officers.
9. Secretary (IT) advised the IT cadre officials to visit http://it.delhigovt.nic.in/doit/cir_noti.asp for all the circulars and notices of IT Deptt.
10. Secretary (IT) emphasized that all IT cadre officials must obtain official email address from NIC. All future communications with IT cadre officers will be done through email only. This email interaction will also be used as a medium of communication by IT Department with other departments on all matters, therefore, it becomes important that the IT cadre officials assess this address regularly. It was decided that Mr. S.K. Behra, System Analyst (IT) as a administrative will be formed a group of these email IDs, so that information and knowledge can be shared in a better manner between the IT cadre officials. Any queries regarding the same will be addressed to Mr. S.K. Behra, System Analyst and Mr. V. Ranga Rao, Programmer of IT Department.

11. Many of the IT cadre officials raised the problem regarding shortage of IT cadre officials in the department, due to which the ongoing projects in various departments are not progressing in a desired manner. Secretary (IT) opined that within the IT department Mr. S.K. Behra, System Analyst and Mr. V. Ranga Rao, Programmer will be monitoring and analyzing the ongoing projects in different departments based upon the monthly progress report that all the IT cadre officials will be submitted by 5th of every month. The decision would then be taken for regular deployment of people with required seniority and experience for completing these projects. Secretary (IT) also advised the IT cadre officials that they should take up higher responsibilities in completing IT related projects in different departments.

Meeting ended with vote of thanks to the chair.

S/d
(S.K. BEHERA)
SYSTEM ANALYST

Copy to:

1. All concerned officials (System Analysts, Programmers, Asstt. Programmers) for compliance.
2. PS to Secretary (IT) for information.
3. Office Copy