

**GOVT. OF NCT OF DELHI**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**9<sup>th</sup> LEVEL, 'B' WING DELHI SECRETARIAT,**  
**L.P.Estate, New Delhi – 110 002**

File No. F10 (35) 2002/IT/5939-60

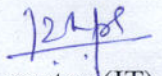
Date: 07/12/08

Sub: Forwarding of Minutes of the Meeting of the State Apex Committee on e-Governance Initiates

Sir,

Please find enclosed herewith copy of the Minutes of the Meeting of the State Apex Committee on e-Governance Initiates of various departments/agencies of Govt. of NCT of Delhi held under chairmanship of Chief Secretary on 23-11-2006 at 11.00 AM, for further appropriate action at your end.

Yours faithfully

  
Dy. Secretary (IT)

Encl: As above.

Copy to:


1. Shri V.V.Bhat, Pr. Secretary (Finance)
2. Smt. Naini Jayaseelan, Div Commissioner
3. Smt. Archana Arora, Commissioner, Trade and Taxes.
4. Smt. Nutan Guha Biswas, Commissioner (F&S)
5. Smt. Shakuntla Gamlin, Secretary (Services)
6. Director (Training), UTCS
7. Secretary (Training), UTCS
8. Dr. G. Narendra Kumar, Secretary (IT)
9. Shri Sanjeev Khirwar, Commissioner (Excise)
10. Shri Neeraj Thakur, DCP (Crime), Delhi Police
11. Shri Sandeep Kumar, Addl Commissioner (Trade & Taxes)
12. Shri N.Balachandran, Spl. Commissioner (Tpt)
13. OSD to Chief Secretary
14. Shri L.R.Garg, Jt. Labour Commissioner
15. Shri Vijay Singh, DC(IT), MCD
16. Shri C.M.Sharma, Controller of Accounts

17. Shri A.K.Pipal, NDMC
18. Shri S.S.Rathor, Addl. Commissioner (F&S)
19. Shri Sanjay Kapoor, SIO, NIC
20. Shri Ajay Garg, Deputy Secretary (Finance)
21. Shri Pankaj Aggarwal and
22. Shri Vibhor Jain, consultant Ernst & Young

Sub: Forwarding of Minutes of the Meeting of the State Apex Committee on e-Governance Initiatives

Shri

Please find enclosed herewith copy of the Minutes of the Meeting of the State Apex Committee on e-Governance Initiatives of various departments/Agencies of Govt. of NCT of Delhi held under chairmanship of Chief Secretary on 23-11-2006 at 11.00 AM. For further appropriate action at your end.

Yours faithfully,  
  
 Dy. Secretary (IT)

Encl: As above.

Copy for:

1. Shri V.V. Bhat, Pr. Secretary (Finance)
2. Shri Naini Jayasalan, Div. Commissioner
3. Shri Arjun Kumar, Commissioner, Trade and Taxes
4. Shri Nutan Gopal, Pr. Secy, Commissioner (F&S)
5. Shri Shikanda Ghantia, Secretary (Services)
6. Director (Training), UTCS
7. Secretary (Training), UTCS
8. Shri G. Narendra Kumar, Secretary (IT)
9. Shri Sanjay Kumar, Commissioner (Excise)
10. Shri Nagesh Kumar, DCP (Crime), Delhi Police
11. Shri Sanjay Kumar, Addl. Commissioner (Trade & Taxes)
12. Shri N. Balasubramanian, Sp. Commissioner (IT)
13. OAD to Chief Secretary
14. Shri L.R. Garg, Jt. Labour Commissioner
15. Shri Vijay Singh, DCTD, MCD
16. Shri C.M. Sharma, Committee of Accounts

**Minutes of the Meeting of the State Apex Committee on E-Governance Initiatives of various departments/agencies of Govt. of NCT of Delhi held under the Chairmanship of Chief Secretary on 23.11.2006 at 11.00 AM.**

The list of officers present in the meeting is enclosed as Annexure-I.

At the outset, Secretary (IT) welcomed all the members of the Apex Committee Meeting on E-Governance initiatives of various departments.

1. The Secretary (IT) made a brief presentation on various e-governance projects running in different departments of Government of Delhi, which have made an impact on improving the service delivery system for the citizens as reflected in recent Bhagidari workshops. The departmental initiatives covered in the presentation included those taken up by the following departments: transport, education, revenue, PWD, excise and MCD. The problems being faced in setting up of 134 Citizen Service Bureaus by the MCD was discussed and the Chief Secretary desired that a separate meeting on working of Citizen Service Bureaus be organized which may be attended by the officers of MCD, Delhi Jal Board, Food & Supplies, Transport, Delhi Police(Traffic Police).
2. The Divisional Commissioner pointed out that Prison Management System in Tihar Jail is not working properly. The Chief Secretary therefore desired that a status report on the same be obtained from DG Prisons and submitted to him by the Secretary (IT).
3. The Secretary(IT) apprised the members that websites of different departments are not being updated regularly, due to which obsolete information is put in the public domain through Government of Delhi web portal which has links to websites of about 95 departments. It was pointed out that besides repeated requests the departments' websites are neither updated nor report of the same is made available online by the concerned department. The Pr. Secretary (Finance) expressed concern that many departments do not have login and password for website updation or broadband connectivity and hence website updation may not take place regularly. The Secretary (IT) informed that the problem of login and password applies only to 5-6 departments which is being resolved as those departments have been requested to shift their website to a new domain having exclusive login and password for security reasons. The Chief Secretary desired that all the departments should update their website on weekly basis and submit the report of the same online using the IT applications developed by the IT Department. Secretary (IT) will submit a weekly statement regarding those departments that default on this account.
4. The Chief Secretary expressed the need to undertake an assessment of impact of major e-governance initiatives taken up by the different departments of the Government of Delhi on a periodical basis in order to improve service delivery through use of information technology. It was decided that this beneficiary/usage impact assessment should be completed within a period of one month. All Secretaries should send an assessment note to Secretary (IT) by 31<sup>st</sup> December 2006.

5. Pr. Secretary (Finance) gave the following suggestions for taking forward e-governance initiatives:-

- The connectivity to various departments be improved by speeding up the implementation of DSWAN. All the departments having dial up connections and other broad band connections should move over to secured broad band connections with unlimited download which is being implemented by MTNL.
- The requirement of IT professionals in a department be worked out in order to hire the professionals for a period of six months to a year on a project basis, based on approval of the Department of Information Technology to justification of work given by any department, before approaching the Finance Department for approval. It was also decided that engagement of IT professionals (System Analysts/Programmers/Asstt. Programmers/Data Entry Operators) need not be linked to availability of vacancies in view of the heavy demand from departments for IT personnel and the time taken for creation of posts.

(Action: IT Department).

- The Law Department may upload all the Acts and Rules concerning Delhi on their website, for which the work may be outsourced by the Law Department if the department is not in a position to do it in-house

(Action : Law Department).

- The ECS system for making payments should be further simplified by the Controller of Accounts for smooth functioning of any department.

6. The team of Ernst & Young made a presentation on the e-governance roadmap and capacity building roadmap prepared by them for Government of Delhi under the aegis of NISG, Hyderabad. The Secretary (IT) requested that e-governance roadmap needs to be approved as a pre-requisite to take forward capacity building measures under the aegis of NISG, Hyderabad, which has been assigned this job by Department of Information Technology, Government of India under National e-Governance Plan (NeGP). Accordingly the e-Governance Road Map was approved subject to the following amendment:-

To provide orientation training in Computer/e-Governance applications for new recruits at various levels (Groups A, B & C employees).

7. The Chief Secretary desired that Secretary (Services) may take up with UTCS academy the issue regarding introduction of IT training to all the new entrants and in-service training for all other employees upto the level of LDC and Secretary (Training) should give a status report on action being taken by 31<sup>st</sup> December 2006.

8. The Addl. Commissioner (Trade & Taxes) gave the status of ongoing projects in the Trade & Taxes department. He informed that most of the services are being provided online resulting in reduction of physical interaction between dealers and officials of the department leading to improvement in effectiveness and efficiency. The Chief Secretary desired that since the Department of Trade & Taxes has taken a lead in

implementing computerization, they should carry it forward and computerize all activities of the department, necessary milestones be prepared by Commissioner (Trade & Taxes).

9. The Secretary & Commissioner (F&S) apprised the members that computerized system for preparation of ration cards is being implemented through 70 circle offices, wherein the facility of addition/deletion to the ration cards will be made available at circle offices itself. She apprised that discussions are also on with ECIL-Sark to use the services of Citizen Service Bureaus for accepting applications for preparation of ration cards, which is presently being collected only at the circle offices. Secretary & Commissioner (F&S) should submit a status report on progress by 31<sup>st</sup> December 2006.
10. The Spl. Commissioner (Tpt) stated that the issue of networking of PUC Centres will be looked into and another attempt at issue of Smart Card Based Driving Licenses will be made within the next 3 months, as the earlier two attempts had failed. He apprised the members that connectivity between zonal offices and headquarters is being established by NIC.
11. DCP (Crime) gave the status of e-governance initiatives which have been taken in Delhi Police including the Personnel Information System for all Delhi Police employees, computerization of 128 police stations, computerized data on finger printing, photographs etc. He stated that data on stolen mobiles and cars are made available in the public domain, and are being implemented at the level of Police Stations for providing updated information to the citizens.
12. The Divisional Commissioner stated that 99% of data entry work has been completed with regard to the land records. She stated that though mutation modules are used in few districts, it needs improvement for making computerization of land records effective. The Chief Secretary directed Divisional Commissioner to take assistance of Shri Sanjeev Khirwar, Commissioner (Excise) in view of his previous experience on matters relating to land records while he was DC (West). The Divisional Commissioner also apprised the members that all the Sub Registrar Offices have been computerized and North West District Sub Registrar office would also be computerized very shortly. The Chief Secretary directed Pr. Secretary (Finance) to look into the matter for improving the working of Sub Registrar Offices in order to increase the revenue collection. He directed that Divisional Commissioner and Secretary (IT) may assist him in this regard.
13. The Joint Director (Employment) explained that though they have already computerized the data of 4.9 lakh unemployed persons, they are facing some problem for generating MIS reports due to software issues, which would be resolved shortly.
14. The Excise Commissioner gave the status of computerization done in the Excise Department wherein all the transport permits are given online Form 7 for collection of cinema hall booking status can be obtained online. The department is in the process of implementing online returns for luxury tax payments.

15. The Chief Secretary desired that matter concerning regular updation of website be brought up in the next Secretaries meeting by the Secretary (IT).
16. The Chief Secretary mentioned that progress on Department level IT initiatives would be monitored on a monthly basis and that the meeting of the State level apex committee be called on a monthly basis.

The meeting ended with a vote of thanks to the Chair.

Sd/-

(Dr.G.Narendra Kumar)  
Secretary (IT)

## Annexure-I

### **LIST OF OFFICERS WHO ATTENDED THE MEETING**

1. Shri R. Narayanaswami, Chief Secretary - In Chair
2. Shri V.V.Bhat, Pr. Secretary (Finance)
3. Smt. Naini Jayaseelan, Div Commissioner
4. Smt. Archana Arora, Commissioner, Trade and Taxes.
5. Smt. Nutan Guha Biswas, Commissioner (F&S)
6. Smt. Shakuntla Gamlin, Secretary (Services)
7. Dr. G. Narendra Kumar, Secretary (IT)
8. Shri Sanjeev Khirwar, Commissioner (Excise)
9. Shri Neeraj Thakur, DCP (Crime), Delhi Police
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11. Shri N.Balachandran, Spl. Commissioner (Tpt)
12. Shri L.R.Garg, Jt. Labour Commissioner
13. Shri Vijay Singh, DC(IT), MCD
14. Shri C.M.Sharma, Controller of Accounts
15. Shri A.K.Pipal, NDMC
16. Shri S.S.Rathor, Addl. Commissioner (F&S)
17. Shri Sanjay Kapoor, SIO, NIC
18. Shri Ajay Garg, Deputy Secretary (Finance)
19. Shri Rajesh Chopra, Deputy Secretary (IT)
20. Shri Yogesh Khanduja, System Analyst, IT
21. Shri S.K.Behera, System Analyst, IT
22. Shri Pankaj Aggarwal and
23. Shri Vibhor Jain, consultant Ernst & Young