



HARYANA GOVERNMENT/ हरियाणा सरकार

SECRETARIAT FOR INFORMATION TECHNOLOGY

सूचना प्रौद्योगिकी सचिवालय

for placing on website
2/11/09

PSA/NIC
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From

Financial Commissioner & Principal Secretary to Govt., Haryana,
Department of Electronics & Information Technology.

To

All the Head of Departments;
All the Divisional Commissioner ;
The Registrar, Punjab and Haryana High Court, Chandigarh;
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana;
All MDs/CEOs of the Boards/Corporations/Public Undertakings.

Memo No. 2/290/2000/2SIT/ 760

Dated Chandigarh, the 28/10/2009

Subject : i) Purchase /Procurement of computer systems and the allied hardware;
ii) Board-band connection from Internet Service Providers(I PS);
ii) Engagement of Computer professionals and Data Entry Operators.

Previous References:

- i) No. 2/259/2002/2SIT/88 dated 06.01.2003
- ii) No. 2/259/2002/2SIT/83 dated 03.02.2004
- iii) No. Admn/307/2006/1SIT/6272 dated 29.12.2008

- 1.1 Kind attention is invited to the above subject read with the previous references. It has been prescribed vide above referred instructions of 06.01.2003 and 03.02.2004 that every department/organization, whose IT Plans have not been approved from the Technical Committee of IT Department/IT PRISM, is required to take approval for purchase of computers and its allied hardware items from this department. These instruction had been issued primarily with a view to emphasising the need for preparation of IT Plans by the Departments/organizations;
- 1.2 The matter has been reconsidered and the Govt. has decided to dispense with the need for making reference to the IT Department for procurement of computing hardware and allied accessories for meeting their intermediate requirements. Accordingly, all Departments/Organizations, who have not prepared their IT Plans, may undertake the purchase of computers and allied hardware required for their intermediate use with the approval of their respective Administrative Department/Finance Department without making any reference to the IT Department for its concurrence;
- 1.3 The concurrence of IT Department/Technical Committee/IT PRISM would be required only where such procurement of hardware forms a part of the e-Governance Plan of a Department/Organization as a composite proposal. While framing such proposals for procurement of additional hardware, the Departments/organizations would account for the computing infrastructure already available on their stocks.

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- 2.1 The issue of broad-band connectivity has also been considered. A large number of Government offices up to the Block level are already/planned to be connected on the State Wide Area Network (SWAN). However, there are still a number of offices which are located in isolated buildings and which may not have SWAN connectivity. It is unthinkable in the current environment that a Government office is not accessible through the internet.
- 2.2 Keeping in view the need for an office to be connected through the internet facility, it has been decided that the concerned Administrative Secretaries may review the current position and permit such offices to obtain internet connections from the ISPs till such time they are connected with SWAN. While applying for the broad-band connections, they should preferably opt for such fixed amount schemes as are economical.
- 3.1 As regards engagement of manpower, especially in the category of Data Entry Operators (DEOs), attention is invited to this office letter of 29.12.2008 (referred to above) wherein it has been clearly mentioned under Sr. No. 9 that the concerned departments/organizations shall engage the IT Professionals as per the approved IT Plan of their organization. It has been observed that a number of Departments/organizations continue to engage DEOs and /or source this category of personnel through Hartron but these resources are not being gainfully deployed for the relevant functions. As a matter of fact, it has been observed that such resources are being deployed as additional hands for carrying out the secretariat functions. Such practices are not only contrary to the accepted norms/rules but also have a negative impact on the regular employees adopting hands-on use of the computing systems;
- 3.2 Ideally, the engagement of DEOs should be for a specific one time exercise of digitization of legacy data and the data entry/record keeping on a continuing basis should be taken up through the same set of regular employees who were/are responsible for such work in the manual mode of operations for which requisite training may be arranged for enhancing the skill-sets of these regular employees. The IT Department is already facilitating impart of training at the Headquarters as well as at the District level;
- 3.3 Accordingly, it is requested that the concerned Administrative Secretaries should review the propriety of engagement and deployment of such existing resources at their level in the first instance. Further, it has also been decided in consultation with the Finance Department that future engagement of any IT Professionals or DEOs (unless these form a part of the approved IT or e-Governance Plans) shall be made only with the concurrence of the Finance Department.

The office memorandum is issued with the approval of Finance Department conveyed vide their U.O. No. 1/90/2009-5FDIII/ dated 12.10.2009.

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Department of Electronics and Information Technology.

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A copy each of the above is forwarded to:

- i) The Chief Secretary to Government of Haryana;
 - ii) The Principal Secretary to the Chief Minister;
 - iii) All the Financial Commissions & Principal Secretaries/ Commissioners & Secretaries to Government of Haryana.
- for their kind information and further necessary action at their end.

Special Secretary (IT)

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Department of Electronics and Information Technology .

U.O. No.2/290/2003/2SIT/ 761

Dated Chandigarh, the 28/10/08