

DR. VIJAY ZADE, IAS
MANAGING DIRECTOR



PICTC/ITEG/2013/351054
Dated: 10th July, 2013

ਪ੍ਰਿੰਸਿਪਲ ਸਕੱਤਰ, ਸਿਰਾਈ
ਡਿਸਪੋਜ਼ ਨੰ: 351054
ਮਿਤੀ: 11/7/13

All Financial Commissioners,
Administrative Secretaries of all Departments
(List enclosed)

Sub: Reminder-Extension of IWDMS to Directorates and attached offices.

Sir/Madam,

This with reference to our letter No PICTC/ITEG/2013/895-941 dated 15th May, 2013 on the above mentioned subject, vide which information was sought from the directorates and attached offices by 30th May, 2013. However, till date the required information has not been received.

2. It is further informed that the extension of IWDMS to Directorates & attached offices has now also been approved in the 16th meeting of the Steering Committee for Review of e-Sarkar Project (IFMS and IWDMS) held under the Chairmanship of the worthy Chief Secretary, Punjab on 19th June, 2013. The progress on the same is to be put up to the Worthy Chief Secretary.

3. You are therefore again requested for the following:

- a) **Nomination of Nodal officer:-** Nodal officer having knowledge of departmental work processes from every Directorate & attached offices need to be nominated urgently for supply of requisite information & for interaction with the implementation team.
- b) **Supply of requisite information in the desired template:-** The template (again enclosed as Annexure "A") is required to be filled for each Directorate & attached offices and the same in consolidated manner sent to Punjab Infotech by the administrative department. For understanding of the system, a brief on the basic functionalities of the modules to be implemented is again attached at Annexure "B".

5. The required information may please be sent to Punjab Infotech latest by 15th July, 2013 to avoid any further delay.

Thanking You,

Yours faithfully,

Managing Director

Annexure B

Details of Core Applications

Sr. No.	Application Name	Functionalities
1.	Processing of file	Features: <ul style="list-style-type: none">• Add notings• View All notings• Add a Dak/draft for reference• Configure Subject wise Checklist• Link File and Precedent cases• Add Legacy data• Approve / Reject / Dispose a File• Pull a file/Dak directly from downline for immediate action
2.	File management system & Physical file management system (File Tracking)	Features: <ul style="list-style-type: none">• Create a File• File Movement• File Forward• Return File to Subordinates• Send File Within Hierarchy• Send to Anyone & Many• Dispose File• Mark File (Sending a file outside Hierarchy)• Intimations on File action (Approval / Rejection)• Pendency – Graphical and Tabular• Files Search
3.	Dak Management system (Dak Inward and Dak Outward)	Features: <ul style="list-style-type: none">• Create a Dak• Assign a Dak to the concerned person for processing• Attach a Dak in a file for reference.• Convert Dak to a File at any level• Dak processing• Dispose Daks• Dispatch Dak against a file• Dispatch Dak only
4.	Knowledge Management System	Features: <ul style="list-style-type: none">• Creation of Knowledge by publishing of new GRs / GOs / Circulars / Notifications, etc.• Categorization of Knowledge into Secretariat, departmental & personal• Organization of documents in to hierarchical structure• Search existing GRs / GOs / Circulars / Notifications, etc. for reference based on Meta data details.• Attach keywords to documents• Export Document list to Excel• Moving documents across folder
5.	Dashboard & MIS	“Dashboard” provides a top graphical view for the statistics of files and Dak lying with the user and the down line hierarchy. Dashboard Features: <ul style="list-style-type: none">• Files Dashboard With Search• Daks Dashboard With Search

		<p>MIS Features:</p> <ul style="list-style-type: none"> • Generate various reports for his/her Section / Department • Usage Statistics • Printing – Reports • Registers (Inward, Outward, Movement)
6.	Appointment Scheduler	<p>Features:</p> <ul style="list-style-type: none"> • To manage the schedule / appointments • PA/PS to maintain the schedule of senior officers • Existing physical scheduler can be replaced with this application • User can search for available time
7.	Communiqué (Instruction) Monitoring	<p>Features:</p> <ul style="list-style-type: none"> • Send communiqué to one or many user(s) • Track the relevant response on Communiqué sent • Attach any document along with Communiqué

Details of Common Applications

Sr. No.	Application Name	Functionalities
1.	Maintenance of the Employee Personal Details	<p>Features to add and update:</p> <ul style="list-style-type: none"> • Personal details • Address details • Contact details • Nomination details • Qualification details • Previous Employment details • Miscellaneous details
2.	Service Book	<p>Features:</p> <ul style="list-style-type: none"> • Record which displays service profile of any employee within the organization. • Displays data of the employee (such as transfers, deputations, promotions etc.) from the date of joining to till date • View could be modified based on the type of application/event in employee life cycle including trainings, probation, posting transfers, pay fixation, pay increments, departmental inquiry, leave, etc.
3.	Leave Processing & MIS	<p>Features:</p> <ul style="list-style-type: none"> • Apply for leave • Modify (type, duration etc) of applied leave • Cancel leave • Fill in the Joining report on returning from leave
4.	Court Case Monitoring	<p>Features:</p> <ul style="list-style-type: none"> • Tracking and Monitoring of Court Cases and their various stages. • MIS Reports (Case Details reports, stage wise reports, Branch wise reports , Reports based on date of hearing , compliance

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Annexure B

		<p>date)</p> <ul style="list-style-type: none"> • Intimation/SMS alert on Approaching Hearing Dates • Intimation/SMS alert on Judgments not implemented by Due date
5.	Processing of Vidhan Sabha Questions	<p>Features:</p> <ul style="list-style-type: none"> • Maintain details of VSQs received • Question bank of VSQs
6.	Asset Management	<p>Features:</p> <ul style="list-style-type: none"> • Raise request for asset allocation for various assets (IT assets, Cars, Furniture etc.) • Workflow based request approval for asset allocation • Maintenance of Asset Register
7.	Annual Confidential Reports	<p>Features:</p> <ul style="list-style-type: none"> • Set evaluation hierarchy including Reporting, Reviewing and Accepting Authority • Input Achievements from appraise, reporting authority, reviewing authority and accepting authority
8.	Monitoring of GOI Issues	<p>Features:</p> <ul style="list-style-type: none"> • Maintain information about issues to be discussed at the GOI level. • Maintain reply and follow up on issues discussed at the GOI level..
9.	Grievance	<p>Features:</p> <ul style="list-style-type: none"> • Capture details of grievance raised • Action to be taken on the grievance raised • Generation of Various Drafts.
10.	RTI	<p>Features:</p> <ul style="list-style-type: none"> • Capture details of RTI related application at PIO level in the department • Decision on the application and communication to the applicant • Alerts on critical timelines for application processing
11.	VPMS and Online Application for Appointment	<p>Features:</p> <ul style="list-style-type: none"> • Online submission for appointment request through Web Portal and approval of the same by the employee to whom the appointment has been requested • Also caters to reception desk at Secretariat wherein the support staff at the desk would generate the visitor pass using this application
12.	Cabinet Meeting	<p>Features:</p> <ul style="list-style-type: none"> • Schedule Meeting • Add Invitees • Add Agenda and Proceedings • Tracking of action items and action report

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		<ul style="list-style-type: none"> Maintain Access rights to the Secretary Meeting Details.
13.	Constitution and Monitoring of Committees	<p>Features:</p> <ul style="list-style-type: none"> Management of details of the Committee (Internal and external members etc.) Processing of Meeting Details (like scheduling meeting, Publish Proceedings.) Tracking of action items
14.	Travel and Tour – Request	<p>Features:</p> <ul style="list-style-type: none"> Apply for Travel Request Workflow movement and approval of Travel request Track status of Travel Request Intimation/SMS alert on Approval/Rejection.
15.	Framing of Bills or Amendments in the Legislative Assembly	<p>Features:</p> <ul style="list-style-type: none"> MIS Based module which maintain the status of Bills in the Legislative Assembly and also necessary amendments to the Acts.
16.	Processing of Audit Para	<p>Features:</p> <ul style="list-style-type: none"> Assign Paras to Concerned branch Approval of para replies MIS Report for tracking the status of assigned paras
17.	Departmental Enquiry	<p>Features:</p> <ul style="list-style-type: none"> Capture details of preliminary inquiry and its decision Capture details of Departmental inquiry and its decision
18.	Vigilance Inquiry	<ul style="list-style-type: none"> MIS Based module to maintain details of vigilance complaints filed against an employee
19.	Land Acquisition	MIS based module to capture stages of land acquisitions being processed in the departments
20.	Hiring of Buildings	MIS based module to capture details of building hired in Chandigarh and Punjab for Government purpose
21.	Payroll Module	<p>Features :</p> <ul style="list-style-type: none"> Allows users to define different elements of payroll Captures business logic for compensation of different grade Enables users to update details of arrears/adjustments Payslip view for all secretariat employees
22.	Loans and Advance	<p>Features:</p> <ul style="list-style-type: none"> Caters to processing of generation of Permission letters by GAD for various loan applications initiated by any employee/user Permission given as per applicant/user's eligibility and the approval of the same by Establishment section in GAD
23.	Travel and Tour – Reimbursement	<p>Features:</p> <ul style="list-style-type: none"> Apply for Reimbursement for Approved Travel request

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		<ul style="list-style-type: none">• Intimation/SMS alert on Approval/Rejection.
24.	Earned Leave Encashment	Features: <ul style="list-style-type: none">• Raise request and avail the balance earned leaves in terms of cash
25.	Processing of LTC Requests	Features: <ul style="list-style-type: none">• Apply for LTC Advance request for self and family members• Apply for LTC reimbursement request for self and family members• Apply LTC request and reimbursement by PA/PS on behalf of officer.
26.	Processing of Bills	Features: <ul style="list-style-type: none">• Raise requests for reimbursement of:• Newspaper bill• Telephone bill• Miscellaneous bill
27.	Medical Bills Reimbursement	Features: <ul style="list-style-type: none">• Raise requests for reimbursement of medical bills• Workflow approval by account section of GAD
28.	Cessation of Service	Features: <ul style="list-style-type: none">• Raise request for Voluntary Retirement or Resignation• Workflow approval by establishment section of GAD• Special cases referred to the Cadre operating authority for the final decision
29.	Processing of Promotion	Features: <ul style="list-style-type: none">• Preparation of fit list• Formation of DPC Committee and capture its decision• Capture details of Departmental Inquiry, Court Cases and Annual Confidential Reports
30.	Monitoring of Vacant Posts & Recruitment	Features: <ul style="list-style-type: none">• Identify and consolidate vacancies across Secretariat• Capture details of successful candidates during recruitment• Allocation of employees to vacant posts
31.	Processing of Deputations	Features: <ul style="list-style-type: none">• Maintain details of Secretariat Employees on deputation
32.	Processing of Transfers	Features: <ul style="list-style-type: none">• Bulk Transfers as initiated by establishment section of GAD• Generate transfer orders

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Annexure B

33.	Processing of Pension	Features: <ul style="list-style-type: none">User to raise Pension requestEstablishment section to raise Family Pension request in case of death of the employeeUser to raise retirement traveling allowance for traveling back to home town
34.	Processing of Additional Pay	Features: <ul style="list-style-type: none">User to raise request for additional pay in case the user has worked on additional charge in the department
35.	Annual Pay Increments	Features: <ul style="list-style-type: none">Process the Pay Increments of Employees in department on regular basis and thereby maintain the Basic pay details for the employeesView reports giving pay related information of Employees in his department.
36.	Pay Fixation – On Promotion	Features: <ul style="list-style-type: none">Process the Pay Fixation (On Promotion, Deemed Promotion, Higher Pay Scale) of Employees department on regular basis.View reports giving pay related information of Employees in his department.
37.	Probation & Confirmation	Features: <ul style="list-style-type: none">Probation application will<ul style="list-style-type: none">Allow the probationer to submit the quarterly assessment details.All exam and training details will be captured from the application.The superior of the Probationer will assess the Probationer at the end of the year and extend the probation period if required
38.	GPF	Features: <ul style="list-style-type: none">User to raise requests and get approval for GPF Account Creation, GPF advance, GPF Withdrawals, Conversion of Advance and Change in Subscription Amount.View GPF statement.

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Preliminary Information for analyzing requirements for extending IWDMS to Directorate

Annexure-"A"

Please provide the below mentioned information for each Directorate/ Commissions and attached offices

I) Name of the Administrative Department: _____

II) Name of the Directorates/ Commissions and attached offices of the Departments with addresses

Sl.No	Name	Address	Phone /Fax Number & email id	Relationship with the Administrative Department

Pl give information for each of the above in the attached performa. Pl use separate performa for each office and sent to Punjab Infotech by 31st May, 2013.



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Preliminary Information for analyzing requirements for extending IWDMS to Directorate

Annexure-"A"

Directorate/Organisation _____

Nodal Officer Details

Name	
Designation	
Address	
Contact Number	
Email ID	

Parameters for Data Collection			
1.	Does a single file system exist in the organization wrt the Secretariat Department	Yes/ No	
2.	Is there an existing IT applications/ systems in the office for 1. File Tracking / Management System 2. Diary- Dak Management / Tracking 3. Court Case Monitoring 4. Leave Management 5. Payroll Management 6. Any Other (Pls specify)	Yes/No Yes/No Yes/No Yes/No Yes/No	
3.	Total number of employees		
4.	No. of users / employees in the organization who are involved with the regular work flow of the organization (dairy, dispatch, file/case processing etc)		
5.	Is proper LAN Connectivity available for all Users	S. No.	No.
		I. Number Available	
		II. Additional Required	
6.	Type of Connectivity Available for all users	Type of Connectivity	Bandwidth
		PAWAN	
		Internet Broadband/	

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Preliminary Information for analyzing requirements for extending IWDMS to Directorate

Annexure-"A"

		Leased Line	
		No Connectivity	
7.	No. of Computers (Desktop / Laptop) available		
8.	Is Printing facility available for all users (Individual or common)	I. Yes	II. No
9.	Is Scanning facility available for all users (Individual or common)	I. Yes	II. No
10.	Whether any centrally funded e-Governance/ computerization project/ Mission Mode Project is currently under implementation or under plan to be implemented in next 6 to 12 months in the department? If yes, PI write name of the project.	Yes/No If yes, Project Name _____	
11.	Has IT infrastructure (Computers/ Printers/ Scanners) been requisitioned under any of the Plan Schemes / by the Department	If Yes, Give Details	Nos
		Computers	
		Printers	
		Scanners	
12.	Type of Connectivity Available for all users	Type of Connectivity	Bandwidth
		PAWAN	
		Internet Broadband/ Leased Line	
		No Connectivity	
13.	Is proper LAN Connectivity available for all Users	S. No	Nos
		I. Number Available	
		II. Additional Required	
14.	Power back up (UPS) available for all the computers (Desktop / Laptop)	I. Yes	II. No
15.	Are proper Electrical Points available for all IT Equipment	S. No	No
		I. Number Available	
		II. Additional Required	