GOVERNMENT OF KERALA

Abstract

Electronics & Information Technology Department – Creation of IT Cell / Division in Departments – Guidelines Approved - Orders issued.

ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

G.O.(Ms)No.17/2018/ITD   Dated,Thiruvananthapuram, 03/08/2018

Read G.O.(Ms) No. 28/2008/ITD dated 26.07.2008.

ORDER

As per Government order read above, Government have issued orders for creation of IT Division in all Government Departments and Public Sector Undertakings including Local Self Government Institutions subject to the conditions stipulated below:

- The size of the IT Division will be finalized in consultation with IT, Finance Departments

- No new posts shall be created for the IT Division. Existing posts in existing scale of pay shall be converted for this purpose.

Even after the issuance of the above Government order, it is seen that most of the Departments have not constituted IT Cell / Division in their respective Departments, so far. Some of the Departments have approached Government for clarifications on creation of IT Cell / Division in their Departments, frequently.

Government have examined the matter in detail and are pleased to approve following guidelines regarding creation of IT Cell / Division in Government Departments and PSUs including Local Self Government Institutions.

Strength of IT Cell / Division

The Strength of the IT Cell / Division shall be 3 to 6 Officers depending upon the strength of the Staff in that Department and number of e-Governance initiatives taken by that Department.

Designation of Officers

The Designation of the officers shall be given as Manager (IT), Deputy Manager (IT) and Assistant Manager (IT). i.e; Senior most officer posted in IT

Cell / Division may be designated as Manager (IT), the next one Deputy manager (IT) and so on.

Qualification

Graduate / Post Graduate Degrees in Engineering / Computer Science / Computer Application / IT Networking, Cyber Security or related discipline.

Preference shall be given to members of Virtual IT Cadre / Post Graduate Diploma in e-Governance holders.

Experience

The officers to be posted in IT Cell / Division should be permanent officers and have at least two years' service in their respective Department.

Duties & Responsibilities of IT Cell

The duties and responsibilities of the officers posted in IT Cell / Division are as follows:

1. Overall monitoring of the IT Activities of the Department
2. Conceptualize projects for implementation and undertake Government Process Re-engineering.
3. Work in consultation with IT Department / IT Mission to address the difficulties with respect to define technical requirements, technical architecture and technical evaluation of proposal submitted by vendors.
4. Creating balanced and legally tenable bidding and contract documents.
5. Defining strategy and implementation model for change management.
6. Formulating and ensuring compliance with appropriate policies, guidelines and procedures on information security, data backup etc. issued from Government / competent authorities.
7. Conduct training, gap analysis, impact assessment studies etc.
8. Contribute for the effective implementation of e-Governance initiatives of Government.
9. Act as the Torch bearers of Change Management.
10. Formulation of IT Road map and annual planning of the Department
11. Represent the Department in Regional / State / National and International e-Governance Forums / Meetings etc.
12. Conduct Periodic Software / Hardware Audits in the Department.
13. Plan & build a healthy IT infrastructure throughout the Department with the help of National / State infrastructure facilities available.
14. Assist the Department in procuring IT assets.

15. Monitor the implementation of various e-Governance Applications (mobile / Web) in the Department and submit periodical status report to the Head of Office.

General guidelines

1. The Departments / Public Sector Undertakings including Local Self Government Institutions should take necessary steps to create IT Cell / Division, immediately.

2. The proposal for creation of IT Cell / Division shall be forwarded to Government in Administrative Department concerned with the recommendation of the Technical Committee (IT) of that Departments.

3. For redeploying officials with IT background there need to be a basic selection procedure from among officers from the Department than just picking up in an arbitrary manner and on other considerations. IT qualification and experience in IT field need to be given priority. Besides all, it is the attitude that make an officer eligible to be posted in IT Cell / Division. Dedication to take up additional responsibilities and work to bring results are counted more.

4. IT Cell / Division should ensure that Technical Committee as specified in G.O.(Ms) No. 18/2017/ITD dated 23.7.2017 is formed and projects are reviewed on a periodical basis.

5. IT Cell / Division and Department Nodal officer liaise with Electronics & IT Department / Kerala State IT Mission / State e-Governance Mission Team in project activities.

(By order of the Governor)
M. SIVASANKAR
SECRETARY

To:
All Departments in Secretariat
All Head of the Departments
All Heads of the Public-Sector Undertakings including Local Self Government Institutions
The Director, Kerala State IT Mission
The Principal Accountant General (Audit) Kerala
The Principal Accountant General (A & E) Kerala

സർക്കാർ ഉത്തരവിന്റെ പകർപ്പ് മേലെഴുത്തായി അയയ്ക്കുന്നു. ഉത്തരവിൽ പറഞ്ഞിരിക്കുന്ന യോഗ്യതയുള്ള, ഐ.ടി. ഡിവിഷനിൽ ജോലി ചെയ്യുന്നതിന് താൽപര്യമുള്ള ജീവനക്കാർ 30-09-18 നു മുമ്പായി വിശദമായ ബയോഡാറ്റ സഹിതം അപേക്ഷകൾ ഉചിത മാർഗേണ ഡയറക്ടറേറ്റിൽ എത്തിക്കേണ്ടതാണ്.

ഇൻഷുറൻസ് മെഡിക്കൽ സർവ്വീസസ് ഡയറക്ടർക്കുവേണ്ടി

സ്വീകർത്താവ്

1.   എല്ലാ ഇ.എസ്.ഐ. സ്ഥാപനങ്ങൾക്കും
പകർപ്പ്
      ഫയൽ/ സ്റ്റോക്ക് ഫയൽ