

**DEPARTMENT
OF
INFORMATION TECHNOLOGY**

(Govt. of Assam)
Assam Secretariat, Dispur,
781006

INFORMATION HANDBOOK
(As per Right to Information Act, 2005, Govt. of India)

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1) The particulars, organization, functions & duties of Information Technology Department (Govt. of Assam):

- **Particulars:** The Information Technology Department was established by the Govt. of Assam with effect from 22nd August 2003 vide Notification No.AR.1/2003/65 dated 22.08.03 to facilitate the rapid growth of the Information Technology Industries so as to keep in pace with the other advanced and industrialized state of the country. With the creation of IT Department, the Assam Electronics Development Corporation Ltd. (AMTRON) was placed under the administrative control of IT Department. Additionally the Assam Remote Sensing Application Center (ARSAC) under the Science & Technology Department of the Govt. of Assam was also brought under the administrative purview of IT Deptt.
- **Organisation of the Department:**The Department of Information Technology is headed by the Chief Secretary. Below him there is a Commissioner & Secretary followed by a Secretary and Under Secretary. The Organisation structure of the Department is as follows:

**ORGANIZATION CHART OF IT DEPTT.
(GOVT. OF ASSAM)**

Chief Secretary

Commissioner & Secretary

Secretary

Under Secretary

Superintendent – I	Superintendent – II
Sr. Administrative Asstt.	S.G. Typist

The functions & duties of Information Technology Department:

- To accelerate the growth of Information Technology, for the socio-economic development of the State.
- To champion the use of IT in Government, with a view to provide better services to the citizens, through effective e-governance initiatives, including the development of the required software in a coordinated manner.
- To improve the productivity and efficiency of Government employees, vis a vis delivery of services to the citizens.
- To enhance the gainful employability of the State's manpower.
- To promote Human Resource Development through training in the field of computer education etc.
- To develop appropriate networks between Government Departments and various organizations with a view to enabling the speedy disposal of matters.
- To create appropriate database management systems, which may include:-
 - i) PIS (Personnel Information System)
 - ii) Financial Management & Budgeting
 - iii) E-Filing and Document management systems
 - iv) Public Grievances Redressal Systems
 - v) GIS and MIS systems for various Departments
 - vi) Disaster management and Data warehousing

The allocation of business to IT Department

- Policy matters relating to proliferation of Information Technology, Electronics & Communication in the state of Assam.
- Promotion of Internet, IT enabled services in the state
- Promotion & Assistance to Assam Electronics Development Corporation Ltd., which is the state nodal IT Agency and to facilitate in the promotion of E-Governance, E-infrastructure, e-Commerce etc.
- Initiative on bridging the Digital Divide
- Promotion of Electronics Export and Computer Software Development & Promotion through Assam Electronics Development Corporation Ltd.

- Initiatives for development of Hardware/Software industry including knowledge-based enterprises, measures for promoting IT exports and competitiveness of the industries in the state.
- All matters relating to personnel under the control of the Department
- Participation in fairs, exhibitions, conferences to showcase in India and abroad the IT readiness of the state of Assam.

Thrust Area of the Department of Information Technology

- To facilitate and catalyze adoption of E-governance packages in the State of Assam through its Nodal Implementing Agency as part of the implementation of the National E-Governance Action Plan.
- Evolve and implement policy packages to proper growth of electronics and hardware manufacturing
- Increase PC penetration in the state
- Growth of domestic software market
- Development of local languages in Information Technology
- To encourage use of IT to increase productivity
- To explore use of IT as a means of generating employment
- In addition, the Department is implementing the following Agenda:
 1. To bring about transparency in administration and make government functioning more citizen-centric, the Department would stress on expeditious implementation of the National E-governance Plan.
 2. Broadband Connectivity: Providing broadband connectivity to all, at the most reasonable prices.
 3. Language Computing: To enable wide proliferation of ICT in Local language.
 4. Outsourcing Skilled Manpower and R&D Thrust: To make Assam the NE hub for outsourcing skill manpower in the IT sector across the world.

2. The powers and duties of its officers & employees:

The powers & duties of its officers & staff are as per the rules and guidelines of Government of Assam and any other notifications that are issued by the Government from time to time.

3. The procedure followed in the decision making process:

As per Govt. rules and regulations and instructions issued from time to time.

4. The norms set for the discharge of its functions:

5. The Rules, Regulations, Instructions, Manuals and records held by it or under its control or used by its employees for discharge of its functions:

- vii) The Rules of Executive Business
- viii) Manual Office Procedure, Assam Secretariat, 1981.
- ix) Assam Fundamental Rules and Subsidiary Rules
- x) Assam Financial Rules
- xi) Financial Responsibility and Budget Management Act, 2005
- xii) Delegation of Financial Power Rules, 1999
- xiii) Assam Contingency Manual
- xiv) Assam Services (Discipline and Appeal) Rules, 1964
- xv) Hand Book of General Circular, 1995 Volumes – I & II
- xvi) Assam (Civil Services) Conduct Rules, 1965
- xvii) Protocol Manual, 1991
- xviii) Assam S.C. & S.T. (Reservation of vacancies and posts) Act & Rules 1978
- xix) Assam Preferential Stores Purchase Act, 1989
- xx) Right to Information Act, 2005 and Rules framed there under
- xxi) The Rules of procedure and conduct of business of Assam Legislative Assembly.

6. Statement of the categories of documents that are held by it or under its control:

IT Policy 2000.

To provide overall policy support for the growth of IT and ITeS industries in the state, the Department has the mandate to promulgate and implement IT and related policies.

The main objectives of the I.T. Policy are :-

- To accord primacy for the growth of Information Technology industry for the purpose of socio-economic development of the state.
- To accelerate the use of Information Technology industry at the Government Level with the view to provide better services to the citizens of the state.
- To serve as an important tool to enhance employability as well as absorb a major portion of the educated unemployed in the state.
- To enable the state reach an eminent position in the Information Technology sector.
- To encourage and accelerate the growth of both the domestic and the export oriented IT units in the state and make the state an attractive destination for IT investment within India and abroad.
- To encourage and accelerate the use of Information Technology in schools, colleges and educational institutions in the state to enable the youth to acquire necessary skills and knowledge in this sector making them highly employable.
- To set-up training institutes in the private sector and the joint sector in order to prepare skilled manpower within the existing system.
- To organize Manpower Development Training in the field of Computer Applications for the successful implementation of the Information Technology Policy of Assam.
- To develop appropriate networks between various departments and different spatially spread out administrative hierarchies through well designed database management systems.
- To encourage the spread of IT in the private sector.

7. The particulars of any arrangement that exists for consultation with or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof;

8. A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The following Committees/bodies are constituted by IT Department:

- i) State Level SWAN Project Implementation Committee vide notification No. IT.33/2004/Pt.-III/31 dtd. 18.5.2005
- ii) Assam Network Implementation & Advisory Committee vide notification No.IT.33/2004/Pt.-II/151 dtd. 03.01.2006.
- iii) State e-Governance Mission Team vide notification No.IT.108/2005/Pt./17 dtd. 10.02.2006
- iv) District Level Committee to monitor site preparation works of the points of presence (POPs) of Assam State Wide Area Network (ASWAN) to be implemented by AMTRON vide notification No.IT.130/2005/45 dtd. 10.02.2006.
- v) State Level Computer Security and Incidence Response Team (SLCSIRT) vide notification No.IT.50/2006/33 dtd. 20.9.2006.
- vi) State Level Co-ordination Committee for coordination between state Govt. and BSNL for BSNL connectivity issues for SWAN in Assam vide notification No.IT.33/2004/281 dtd. 23.10.2006.
- vii) State Level Project Monitoring Committee to monitor 'pilot e-District Implementation in two districts of Assam' vide notification No.IT.23/2006/113 dtd. 27.10.2006.
- viii) State Level Project Monitoring Committee for implementation of EDUSET programme launched by the Deptt. of Space, Govt. of India vide notification No.IT.52/2006/4 dtd. 18.10.2006.
- ix) Project Steering Committee for the District Tele Service Project implemented by NIC in Assam vide notification No.IT.94/2007/23 dtd. 26.6.2007.
- x) Office Memorandum for introduction of computerised File Management System (FMS) in the Secretariat Department for faster tracking and monitoring of the disposal of the files vide OM No.IT.54/2007/3 dtd. 04.5.2007
- xi) State Level SDC (State Data Center) Project Implementation Committee vide notification No.IT.16/2008/88 dtd. 23.5.2008.

9. A Directory of its officers and employees.

10. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

Annual budget provision for IT Deptt. is made under Grant No.75. The Head of Account for Revenue expenditure is “2852-Industries (IT)-II-other State Plan and Non-Plan schemes-07-Telecommunication and Electronic Industries-202- Electronics.” and for Capital expenditure is “4859 C.O. on Telecommunication & Electronics-other State Plan and Non-Plan Schemes – 02 Electronics – 800-Other Expenditure”. The Revenue expenditures are allocated under State Plan while the Capital expenditures are met out of ACA (Additional Central Assistance) released by the Govt. of India.

The Annual outlay budgeted and amount disbursed during FY 2005-06, 2006-07, 2007-08 and 2008-09 are:

(Rs. In Lakhs)

Financial Year	Plan Outlay		Disbursements	
	Revenue	Capital	Revenue	Capital
2005-06	468.00	977.00	827.00	420.05
2006-07	200.00	1125.00	867.00	79.80
2007-08	2164.01	1125.00	1066.41	354.00
2008-09	1200.00	2250.00	*	*

NB: * The actual figures of disbursement shall be available after 31.3.09.

12. The manner of execution of plans & programmes, including utilization of the amounts allocated:

The Department implements its plans & programmes through the Nodal Agency viz. Assam Electronics Development Corporation Ltd. (AMTRON) appointed by the Govt. for implementation of IT related schemes. AMTRON executes the schemes through its own manpower, business associates and its franchises.

13. Particulars of Recipients of Concessions, Permits or Authorizations granted by it:

14. Details in respect of the information, available to or held by it, reduced in an electronic form:

15. The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

16. The names, designations and other particulars of the Public Information Officers:

The information is available as at Annexure – I.

17. Other information:

Directorates under the Department : The Assam Electronics Development Corporation Ltd. (AMTRON) functions as a Quasi Directorate of the IT Department. The Under Secy. to the Govt. of Assam, Administration (Accounts) Department is the ‘Drawing & Disbursing Officer’ (DDO) of IT Department.

Other Subordinate Offices :

- ***The Assam Electronics Development Corporation Ltd.*** with its HQ at Bamunimaidan, Industrial Estate, Guwahati - 21 was incorporated under the Companies Act 1956, as a wholly owned Public Sector Company of the State Government of Assam. It is the Nodal Implementing Agency of IT Department. AMTRON also tied up with major education service providers and institutions such as AICTE,DOEACC, CISCO, NOVEL, AUTODESK, MICROSOFT, IBM, ORACLE, REDHAT, NIIT, SAP etc. to provide quality training, skill up-gradation and quality certification to the local youth of the region for employability in IT/ITES sector.
- ***Amtron Informatics (India) Ltd. (AIIL)*** is a subsidiary enterprise of AMTRON registered under Companies Act 1956. It was established in the year 2002 with 100 % of AMTRON with its registered HQ at Bamunimaidan, Industrial Estate, Guwahati -21.
- ***Assam Remote Sensing & Application Centre (ARSAC)*** is registered society under the RSA 1860 and was established in the year 1988 with its office at Bigyan Bhawan, Near IDBI Building, G.S. Road, Guwahati – 781005.

The Information Technology Department conducts its business and discharges its various responsibilities through its above mentioned subordinate agencies. The functions and activities of them are listed below in short:

The functions and activities of the above agencies are as under :

Assam Electronics Development Corpn. Ltd. :

- AMTRON functions as the implementing agency of the IT Policy of the State.
- Implements all the Annual Plan Schemes under the State Plan Budget of IT Department.
- State Nodal Implementing Agency for all the NeGP Schemes of the Govt. of India, Department of Information Technology, New Delhi, pertaining to the State of Assam.
- Implementing agency for various core ICT projects for Assam such as Assam State Wide Area Network (ASWAN), Common Services Centers (CSC), State Data Center (SDC), Capacity Building etc.
- Nodal Implementing Agency for setting up the IT Park in Guwahati near LGBI Airport under Palashbari Revenue Circle of Kamrup District.
- Implements the Mukhya Mantri Tathya Prajukti Prashikshan Aru Niyog Achoni under which educated unemployed youths are provided IT/ITeS training and employment opportunities.
- AMTRON has the following regulatory Role:
 - Formulation & Implementation of IT Policy.
 - Certification & Quality management in IT/ITES sector.
 - Preparation & submission of Annual Plan Budget.
 - Providing back-end support to the IT Department.
 - Monitoring & evaluation of IT in various Departments.

Implementation of IT Programmes of Other Deptts. by AMTRON:

- Prestigious Anundoram Borooh Award Schemes under P & D Deptt. for distribution of Desktop PCs to students securing 1st division in HSLC and High Madrassa Examination.
- Implements Rajib Gandhi Computer Literacy Programme under P & D Department for providing computer lab, courseware, faculty and

quality computer training in Higher Secondary and High Schools of the State.

- AMTRON has set up and runs the District Computer Centers (DCCs) under the award of the 11th Finance Commission and under the aegis of the Education Department.
- AMTRON is the implementing agency for the SMART CARD based DL-RC (Driving Licence-Registration Certificate) project of the Transport Department using SARATHI & VAHAN under the Central Motor Vehicles Act, 1989.
- Implements computerization of Guwahati Medical College and digitization of the Libraries of Medical colleges under Health & Family Welfare Deptt.
- Implements computerization of National Registers of Citizen (NRC) under Home & Political Deptt.
- AMTRON was involved in the Microzonation Studies of Guwahati Region under the Deptt. of Science & Technology, Govt. of India.

Building of Human Capital :

- Tie up with AICTE, DOEACC, CISCO, NOVEL, AUTODESK, MICROSOFT, IBM, ORACLE, REDHAT, NIIT, SAP, BAAN etc. to provide quality training, skill upgradation and quality certification to the local youths of the region for employability in the IT/ITES sector.
- Take up IT/ITES educational programmes for target groups such as corporate houses, Government departments, school children, women, economically & socially challenged sections, senior citizens etc.
- Build a Human Capital Database, especially of the educated and trained manpower in the IT & Services sector.
- Promote Research & Development (R&D) in software & hardware.
- Promote interface between industry & academics in the Information & Communication Technology (ICT) sector.

e-Governance & Citizens' Access to Information :-

- Provide Internet, Audio, Video, Voice and Integrated Data services to the Government Departments and agencies against reasonable charges for these services.

- Provide e-Governance services, Government to Citizen (G2C), Citizen to Citizen (C2C), & Government to Business (G2B) services, portals and replicate e-Setu through kiosks.
- Provide know-how & expertise to the Government Departments for back end computerization and business process re-engineering.

Systems & Services :-

- Provide internet, connectivity and network services to the public, business houses and entrepreneurs on the ASWAN/AMTRON network on commercial terms.
- Provide consultancy & turnkey solutions to other State Government Departments in Hardware, Software, MIS, GIS, Networks, Web based services and manpower training.
- Carry out turnkey implementation of projects.
- Carry out trade & commerce in electronics & ICT sector.
- Software & Services exports.

AMTRON Informatics India Ltd. (AAIL) :

It is 100% funded Subsidiary Company of AMTRON established for promotion of manufacturing of electronics and IT products.

Assam Remote Sensing Application Center (ARSAC):

ARSAC carries out Remote Sensing activities & Training programme. A snapshot of the schemes implemented by ARSAC are :-

- Pre-harvest crop acreage & production estimation under SAC/ISRO.
- Integrated Study of 20 major wetlands of Assam for Fisheries development under NEC.
- Vegetation cover dynamics study and afforestation site identification in Guwahati city under ASTEC.
- National level mustard crop estimation under multi-crop inventory under SAC/ISRO.

- National Resource Census under Ne-SAC.
- Updation of wasteland under NRC under NRSA.
- Land Degradation Mapping under NRC under NRSA.
- National Wetland Inventory and Assessment under SAC/Deptt. of Space, Govt. of India.
- National Urban Information Systems under Ministry of Urban Dev. Deptt., Govt of India.