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GOVERNMENT OF ASSAM
AGRICULTURE DEPARTMENT

NO. AGA 340/2011/ 21

DISPUR, DATED 8th September 2011

SUB : MINUTES OF THE 1st STATE EMPOWERED COMMITTEE MEETING ON STATE MISSION MODE PROJECT ON AGRICULTURE (MMPA) under NATIONAL e-GOVERNANCE PLAN-AGRICULTURE (NeGP-A).

Date & Time : 5th September, 2011 at 2.30 pm.

Venue : Agriculture Deptt. Conference hall, D Block, III Floor, Assam Secretariat

Agenda	: Annexure-I
Member's not-present	: Annexure-II
Member's present	: Annexure-III
Service cluster distribution –department wise	: Annexure-IV

The meeting was chaired by Sri R. T. Jindal, IAS Agriculture Production Commissioner and Principal Secretary to the Govt. of Assam, Agriculture Department, Government of Assam.

The Chairperson welcomed Sri. Atul Chaturvedi, Principal Secretary, Veterinary Deptt. and other members present. After the self introduction of members present the Chairperson held the meeting as per the agenda already circulated for the meeting.

Dr. M. Ariz Ahammed IAS Commissioner and Secretary (Agriculture) informed the members about the Government Notification of State Empowered Committee (SEC) and the District NeGP-A Implementation Team (DNAIT) with specific functions and responsibilities and the circulation of the same to all the stakeholders. He further informed that Agriculture Department budgetted 10% state share in the current year for NeGP-A.

Dr. K. Borkataki, Director of Agriculture, Assam and State Nodal Officer made a brief presentation about the MMPA aims and objectives, financial statement and training status. The presentation was followed by a detailed discussion on the agenda items.

Based on the detailed discussion, the meeting adopted the following decisions for necessary follow up action by all the concerned Departments/ Directorates/ HODs/ Agencies and the State Nodal Officer.

1. **Organisational chart:** All the Departments will prepare and submit an Organogram/ Organisational chart of the Department with different HODs and other sister organizations viz., Corporations, Agencies, Boards etc. and sub-ordinate establishments till field level to the State Nodal Officer. The SNO will compile the same and verify the same in the weekly meetings of Chief Nodal Officers of the all Departments concerned before 20th September 2011. The SNO will circulate the final version in the next SEC meeting.

(Action: All the Departments/ Directorates/ CNOs-Agriculture / Horticulture & FP/ AH & Vty/ Fisheries/ Revenue and Disaster Management/ Soil Conservation/ Irrigation/ Co-operation/SNO)

148
1/11

2. **Communication plan**: All the Departments will prepare a communication plan comprising the contact details of all the Nodal officers of State HQ (Chief Nodal officer, Service Cluster Nodal Officer, Nodal officer- Change management & CB, Nodal officer – Content Management, Nodal officer for each sister organization viz., Corporation, Society, Agency etc., Nodal Officer – Procurement & distribution) and that of District Nodal Officer with details viz., Name, Designation, Contact no (Telephone & Mobile), Establishment / office & email. The same will be submitted to SNO before 20th September 2011. The SNO will compile the same and circulate the same to all SEC members in the next meeting.
(Action: All the Departments/HODs/CNOs/SNO)
3. **IT Hardware inventory, Requirement and Site location** :All the Departments – Agriculture, Horticulture & FP, AH & Vty, Fisheries, Soil Conservation and Irrigation will submit details of (i) Existing IT inventory – Computers, Printers, UPS & Servers; (ii) Estimated requirement of IT equipment under the project with locations (Office Name & Address) considering the project requirements and norms (except Veterinary Department),(iii) Site preparation estimate and action plan (except Vty.Deptt.) and (iv) Plan for the maintenance, safety & security of existing & proposed IT infrastructure, before 20th September 2011. The SNO will examine and scrutinise each department proposal considering the objective and norms of the project, along with NIC representative and compile all the reports and make a presentation to the SEC about the actual requirement of IT systems for all Departments, their distribution among the departments with rationale and distribution with in each department including locations in the next sitting for approval.
(Action: All the Departments/ HODs / CNOs/ SNO)
4. **Identification of services and prioritization & Identification of additional list of priority services** : All the Departments viz., Agriculture, Horticulture & FP, AH & Vty, Fisheries, Soil Conservation and Irrigation are requested to (i) List of Services presently being provided, (ii) Prioritisation of services and (iii) Additional list of services proposed for inclusion in the MMPA (other than that 12 service cluster) and submit the same to SNO before 15th September 2011. All the Departments will make a presentation of the same before SEC in its next sitting. The NIC Assam will consider the additional list of services in the SRS finalization.
(Action: All the Departments/ HODs / CNOs/ SNO)
5. **Process Mapping and Process re-engineering**: All the Departments / HODs/ CNOs are requested to (i) Process map all related sub-services listed in the 12 service clusters and that of additional list (ii) Verification of GPRs illustrated in the Detail Project Report (DPR) and (iii) Government Process Reengineering of prioritised services in Assam Context before 30.9.2011. All are to be submitted to the SNO. All the Departments are to make presentation of the same in the next SEC meeting.
(Action: All the Departments/ HODs / CNOs/ SNO)
6. **Standardisation of various formats & databases (Registers) and documentation of existing procurement & distribution procedure** : All the Departments are requested to standardise applications / formats for availing the benefit of various schemes (i.e.,of HODs and other sister organizations) and standardize the various databases / registers being maintained for schemes / service delivery and submit both hard copy and soft copy to the SNO before 30.9.2011. The Nodal officer-Procurement and Distribution will document the existing practices viz., act, rule, guideline, procedure etc. of procurement and distribution and list of items that the HODs/ agencies procure and distribute before 30.9.2011.
(Action: All the Departments/ HODs / CNOs/ SNO)

7. **Department wise Change Management Plan and Content Management Plan:** All the Departments are requested to draft their respective Change Management Plan and Content Management Plan based on the guidelines provided in the DPR of the project. The NIC Assam and IT Deptt. (SeMT Consultants) will assist the departments for finalization. Once finalized each department will make a presentation of the same before SEC.

(Action: All the Departments/ HODs / CNOs/ SNO)

8. **Selection of Data Digitization Agency and Manpower Agency:** A Committee comprising the Director of Agriculture, Managing Director, AMTRON, SIO, NIC Assam and Finance & Accounts Officer of O/o Dir.Agri.is constituted for selecting the Data Digitisation Agency and Manpower Agency as per Government of India guidelines with in the set timelines of the project.

(Action: SNO/Dir.Agri/MD, AMTRON/SIO NIC Assam)

9. **Action taken report on the meeting dated 24.5.2011** The SNO & Director of Agriculture is requested to take needful action on the said meeting chaired by the Principal Secretary (Agriculture). The SNO will also hold weekly meetings with the CNOs on a fixed date, and time.

(Action: SNO/Dir.Agri)

10. **Comments of the Departments for SRS finalization to NIC:** All the Departments are requested to depute their CNOs and NOs to the NIC service cluster presentations (venue: Conference Hall, II Floor, A-Block, Assam Secretariat) for providing comments / feedback including the list of additional services to be included for finalizing the SRS for the proposed software applications development in the project. Assam NIC already circulated a time schedule for each cluster mentioning the HODs/Agencies/CNOs required to be present. After the first round with the CNOs and NOs, the NIC will make detailed presentations to the Directors / HODs and other sister organizations viz., Corporations, agencies, boards etc. before finalizing the SRS. The NIC Assam will make a presentation of final version of SRS before SEC in the next meeting.

The Committee agreed to the suggestion of Principal Secretary (Veterinary) to include the departments of Veterinary & Fishery in service cluster 5 & 7; and all the departments and the subject of floods under service cluster 11. The NIC will accordingly consider the same in SRS preparation.

(Action: All the Departments/ HODs / CNOs/ SNO/NIC)

11. **Identification of location / office for training centre at District level:** The SNO is requested to co-ordinate with the districts about the best location for setting up of a training centre at district level as per the project norms. The SNO will submit the list of locations before the next SEC meeting in consultation with DNAITs.

(Action: SNO/DNAIT)

12. **e-Preparedness of the State and convergence with Assam Online Portal:** The meeting requested the MD, AMTRON to make a detailed presentation on the e-preparedness of the state for the successful implementation of MMPA and about the connectivity issues at field level. Principal Secretary, Veterinary Deptt. emphasized that there should not be any duplication of efforts. Accordingly the IT Deptt and NIC shall ensure that resources are utilised judiciously and efficiently without any duplication.

(Action: MD AMTRON/IT Deptt/NIC Assam)

13. **Operationalisation of District NAITs:** The SNO and all the Departments are requested to ensure that the DNAITs are operational from this month by holding meetings. Status of DNAIT meetings and their minutes will be presented before next SEC meeting by the SNO.
(Action: SNO/All the Departments/ HODs / CNOs)

It was reiterated that the SEC meetings are fixed on 4th of every month and in case the 4th day happens to be a holiday, then the meeting will be on the following working day. The venue and time will be informed by the SNO in advance. Accordingly all the members are requested to attend the meeting regularly.

Copies of the MMPA project DPR can be obtained by the Departments from Ms.Kavita Barkakoty, Tech.Director NIC Assam M: 94353-02453, email:asm-kavita@nic.in.

The Chairman informed all the members present to avail help and clarification if any on the project any time from Dr.M.Ariz Ahammed IAS Commissioner & Secretary (Agriculture) Tel:0361-2237491.

The meeting ended with vote of thanks from the Chair.

Sd/- (R.T.Jindal)
Principal Secretary to the Government of Assam
Agriculture Department

Annexure

Agenda : Annexure-I
Members absent : Annexure-II
Members present : Annexure-III

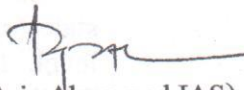
NO. AGA 340/2011/21-A

DISPUR, DATED ²¹ September 2011

Copy to:

1. All the State Empowered Committee Members.
2. All the HODs/Corporations/Agencies under the Departments covered under the MMPA.
3. All the Deputy Commissioners (DNAIT Chairpersons).
4. All the District Agricultural Officers (DNAIT Member Secretaries).
5. The SIO, NIC Assam is requested to open a webpage / Bulletin page on the MMPA, NeGP-A for posting all the minutes for common usage before the next SEC meeting.
6. The Joint Secretary (IT) Government of India, Department of Agriculture & Co-operation, Ministry of Agriculture, New Delhi.

By order etc.....


(Dr.M.Ariz Ahammed IAS)
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