Punjab Government Gazette

Published by Authority

PART I

Punjab Government Notifications and Orders

Policy on IT cadre 2020

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GOVERNMENT OF PUNJAB

DEPARTMENT OF GOVERNANCE REFORMS AND PUBLIC GRIEVANCES

(Governance Reforms-2 Branch)

<u>Policy on Punjab IT cadre-2020</u>

NOTIFICATION

The 23rd November, 2020

No. 02/02/2020-1GR2/405.-The Governor of Punjab is pleased to notify Policy on Punjab IT Cadre-2020 in State of Punjab as under-

1. **Approval**

   The following policy on IT Cadre is in compliance with decision of the meeting of Council of Ministers dated 16.09.2019.

2. **Aims towards Digital Punjab**

   a.   The Government of Punjab envisioned "Digital Punjab" project to transform the State into a digitally empowered society and knowledge economy by transforming the old established physical ways of doing business and providing government services in new ways that are optimized around real- time systems;

   b.   In furtherance of Digital Punjab programme, the Punjab Transparency and Accountability of Delivery of Public Services Act, 2018 was enacted with an aim to provide government services within the stipulated time-limits in an electronic manner by leveraging reforms and emerging technologies;

   c.   With the increased focus on e-governance activities, availability of skilled IT manpower has become a must to sustain various e-governance initiatives;

   d.   An 'IT Cadre' comprising IT manpower, on the pattern of Finance Department, will be created under the administrative control of Department of Governance Reforms, which would assist the state government departments and the entities under their purview in conceptualizing, designing, monitoring and managing the Information Technology (IT) and e- Governance initiatives across the State.

   e.   To put in place an IT cadre by the Department of Governance Reforms and Public Grievances (DoGRPG), on lines of similar cadre in FD, as per approval of the Cabinet accorded in its meeting dated 16.09.2019;

3. **Objectives of the policy**

   a.   To **deploy core IT manpower with state government departments** and the entities under their purview in order to facilitate and strengthen them to enable them to formulate, plan, implement and manage e-Governance programmes/ initiatives;

   b.   To help in **preparation and finalization of Detailed Project Reports (DPRs), Request For Proposals (RFPs) or tenders** for selection of vendors/ service providers/ system integrators etc. for various IT activities;

   c.   To assist state government departments **to accelerate the momentum of reforms and e-Governance programmes/ initiatives at all levels** in their administrative structure in the state;

   d.   To ensure that IT manpower will support state government departments in adherence of policies, programmes, standards notified by state govt / govt of india from to time.

e. To help state government departments in **adoption of suitable or upcoming technology for improved governance and service delivery to the citizens;**

f. To **coordinate with DoGRPG for core and common shareable infrastructure** namely Punjab Wide Area Network (PAWAN), State Data Centre/ cloud services, e-payment, SMS, HRMS, eoffice, e-tendering, SewaKendras etc.

g. To **align departmental e-Governance programmes/initiatives with Punjab Enterprise Architecture** to be established by Department of Governance Reforms and Public Grievances in due course and such initiatives of Government of India (GoI);

h. To keep **abreast IT manpower in tune with technology trends from time to time.**

4. **Need of IT manpower with Administrative Departments (ADs) and the entities under their purview**

a. The state government departments, in general, lack the technical resources required for the proper implementation of Administrative/ Governance Reforms, e-Governance and backend computerization initiatives.

b. It has been decided to strengthen technical resources of the Administrative Departments (ADs) and the entities under their purview for the implementation of various sectoral reforms and e-Governance Projects, in close coordination with Department of Governance Reforms and Public Grievances (DoGRPG);

c. ADs and entities under their purview will review its sanctioned posts and surrender some of their existing sanctioned posts of different pay scales in favour of DoGRPG. These posts shall stand abolished from AD's structure upon creation of IT cadre;

d. ADs, and entities under their purview, will be entitled for receiving number of technical resources with total salary not more than the total salary of sanctioned posts surrendered by them;

e. **Entitlement of IT manpower –** As per requirement of technical manpower, AD will send its requisition, as per its entitlement, to DoGRPG to deploy technical resources of different levels under IT cadre for working in its administrative set up for e-governance implementation.

5. **Applicability of the Policy**

This policy shall apply to all the Government Departments and also serve as policy guidelines for the Public Sector Undertakings and other Government & Semi-Government Institutions under the Departments of the State of Punjab.

6. **Hiring, selection, training and transfer/ posting of IT cadre manpower**

    a. **Type of IT persons**

i. The nomenclature and pay scales of the IT Cadre will be finalized at the competent level by Department of Governance Reforms & Public Grievances (DoGRPG). Initially, the following levels have been suggested for the IT cadre:-

Leve l	Name of the post	Corresponding Pay Scale and Grade Pay (GP) in DGR	Consolidated remuneration
I	Senior System Manager	37400-67000 + GP 8600	1,25,000/-
II	System Manager	15600-39100 + GP 6600	85,000/-
III	Assistant Manager	10300-34800 + GP 5000	55,000/-
IV	Technical Assistant	10300-34800 + GP 4400	35,000/-

ii.   The size of IT cadre will be created, to begin with, on the basis of number of posts surrendered by ADs and their entities.

iii.   Some departments had given their consents and list of posts to be surrendered and as such these posts stands abolished from the concerned department.

iv.   In future as per the requirement of the state government departments, the final action lies with the competent authority i.e. Hon'ble Chief Minister, Punjab to finalize and/or recommend the creation of IT cadre and nomenclature of its personnel.

v.   The no. of personnel in the IT Cadre to be deployed in the concerned department shall lie with the Department of Governance Reforms& Public Grievances.

b.   Qualifications and experience of technical posts

The requisite qualifications & experience of the above indicated posts would be the same as that of the regular technical positions of the Department of Governance Reforms and Public Grievances or so fixed by DoGRPG from time to time.

c.   Hiring terms & Conditions

The appointment terms & conditions of the above indicated posts would be finalized by the Department of Governance Reforms and Public Grievances from time to time. But the posts of IT cadre will be of contractual nature.

d.   Nature of engagement - Hiring of technical posts under IT cadre

i.   DoGRPG will hire number of posts, so approved by the competent authority, on contractual basis.

ii.   Since these posts will be contractual, DoGRPG will hire them through Punjab State e-Governance Society (PSeGS), which will act as an implementing agency on behalf of the DoGRPG.

iii.   The engagement will be contractual and will be for an initial period of 3 years, after which the contract can be extended after proven competence in latest technologies as well as evaluation of the previous performance. The competence may be judged through written examination and/ or Interview, with mandatory three yearly performance review based on test and/or interview.

iv.   Selection may be fresh, or on deputation from government organizations/ private and public companies on secondment (For Additional Director/ Joint Director/ Specialized Cadre).

v.   The selection criteria as well as the management of the cadre for various categories of posts will be finalized by a committee constituted by the CM.

vi.   In case any department surrenders more posts for the IT Cadre in the future, or any other department also wishes to set up its Governance Reforms Project Management Units (GRPMUs) in similar fashion, or if any amendment is required with respect to this proposal, the Chief Minister is the competent authority.

vii.   A central IT cadre will staff the Governance Reforms Project Management Units (GRPMUs) in each department and will report to and support respective Head of Departments (HoDs)/ Administrative Departments (ADs).

e.   Induction training

The selected technical persons will be given induction training not only on the functioning of government systems or procedures or rules or norms etc. but also on various e-Governance projects, being run by DoGRPG before deputing them with the respective state government departments for assisting them in the implementation process of their e-Governance initiatives/ programmes/ schemes.

f.   Establishment matters

The establishment matters of technical persons will be the entire responsibility of the DoGRPG. The establishment matters is not limited to leaves, annual increment, contract renewal, ACRs, others terms etc.

g.   Posting and transfers

On the basis of requirements of the state government departments and their entitlement, postings and transfers of technical staff will be done by DoGRPG.

h.   Performance evaluation

i.   Separate guidelines shall be issued by Department of Governance Reforms & Public Grievances for performance evaluation of the technical staff recruited/ hired under the IT Cadre policy.

ii.   DoGRPG will finalize the guidelines and governance structure related to yearly performance reviews of IT cadre persons deployed in various Departments/Agencies.

iii.   DoGRPG will also finalize the procedure and guidelines for the contract renewal or termination of the personnel recruited under IT Cadre.

iv.   A report from the concerned department will also be solicited before processing the case for performance evaluation.

i. Training and updation on new technologies

i.   A professional agency may also be hired by Department of Governance Reforms to provide training to IT cadre manpower on Government domain, Technical domain or any other specific functions from time to time.

ii.   Technical certifications may also be provided to the concerned manpower as per the job requirements specific to concerned department or specific to technical functions.

iii.   Every recruited person under IT Cadre shall be required to clear the training test before the deployment to specific department.

iv.   The guidelines for training of personnel including the type of training, duration of training shall be finalized by Department of Governance Reforms and Public Grievances.

7.   Role & responsibilities of IT cadre personnel

    a.   IT manpower will report to and support the respective Head of Departments (HoDs)/ Administrative Secretary or so decided by the concerned department. During his stay in DoGRPG/ PSeGS, he/ she will report to its Head of the Department (HoD) or so decided in DoGRPG/ PSeGS.

    b.   These personnel will provide technical expertise to the concerned departments in the preparation of overall plan for IT induction and entire e- Governance lifecycle of the e-Governance or IT activities starting from conceptualization, design and implementation in close consultation with DoGRPG/ PSeGS.

    c.   These personnel will assist in the preparation of detailed project reports (DPRs), Request For Proposals (RFPs), tenders, bid management and contract agreements for implementation of conceptualized project at all levels across the state.

    d.   These personnel will in exploring and adopting the best practices / e-Governance applications of the departmental domain with the complete direction and technical guidance of.

    e.   These personnel will liaison with DoGRPG and the central line ministry for arranging central funding for departmental e-enablement.

f. These personnel will take necessary steps for adoption of suitable technology in the respective department with the help and support of DoGRPG/ PSeGS to circumvent duplication of efforts, money and time.

g. These personnel will provide the required assistance in carrying out Business re-engineering and simplifying the processes of citizen-centric services with the assistance of such experts/ fellows in DoGRPG/ PSeGS.

h. These personnel will monitor, oversee the implementation of e-Governance and Mobile Governance in the respective department and provide required reports and information to Administrative Secretary or HoD or any other authority. Technical support will be taken from DoGRPG/ PSeGS in developing Mobile Apps for sharing of common platforms and modules.

i. These personnel will ensure the compliance to the technology standards, rules, guidelines, as framed and notified by DoGRPG/ PSeGS from time to time. In the event of non-compliance of such instructions, these personnel will report the matter to DOGRPG / PSeGS immediately with intimation to AD/ HoD.

j. These personnel will ensure compliance to the Standard Operating Procedures (SoPs) of an e-governance application, developed and deployed by PSeGSin the implementation process at AD / PSU. In case of such application developed by the third party or the AD internally, the respective department needs to ensure to share proper Knowledge Transfer (KT) and the required documentation comprising of FRS, SRS, Design Documents, SoPs to the DOGRPG / PSeGS.

k. These personnel will undertake field visits and necessary steps for successful implementation of the Project with respect to all technical aspects.

l. These personnel will take the necessary steps for implementing Mobile Apps for improved service delivery to the citizens.

m. These personnel will coordinate with all stakeholders for resolution of all technical issues.

n. These personnel will perform the tasks, as assigned by the Department concerned from time to time.

o. These personnel are also liable to accomplish activities, as assigned by the DOGRPG / PSeGS.

8. e-Governance implementation

a. DoGRPG will provide technical assistance and guidance to the concerned department on e-Governance projects and will act as facilitator in such matters.

b. The primary responsibility for the administration, management and implementation of e-Governance projects rests with the state department concerned.

9. Role of Administrative Department (AD)/ PSUs

a. After review of IT manpower requirements, AD will surrender some of their existing sanctioned posts of different pay scales.

b. AD/ PSU will be entitled to get technical resources of different levels of IT cadre with total salary not more than the total salary of sanctioned posts by them surrendered to DoGRPG.

c. Upon getting IT manpower from DoGRPG, the assigning of works or tasks or activities to the deployed IT manpower rests with AD.

d. DOGRPG/ PSeGS will equip the deployed IT manpower with required computers/ printers/ laptops/ UPS and other peripherals.

e.   AD/PSU will keep record of attendance and leave availed by the deployed IT manpower.

f.   AD/PSU will have to make necessary budget provisions under relevant head of account for releasing payments such as salary, Travelling Allowance (TA), Dearness Allowance (DA), local conveyance, tour bills etc. to the deployed IT manpower. It is the responsibility of AD to follow up with Finance Department (FD) for such payments. During stay in DoGRPG, such payments will be made by DoGRPG from appropriate head of account.

g.   Finance Department (FD) will allocate the budget equivalent to the salaries of these posts to the DoGRPG under Demand no. 33, Major head 2052- Secretariat General Services-00-092- Other Offices-26 Directorate Governance Reforms-00-SOE DoGRPG 28 Professional Services.

h.   AD/PSU will send a report on annual performance appraisal to DoGRPGfor each person of deployed IT manpower.

i.   AD/PSU will be primarily responsible for the administration, management and implementation of e-Governance projects.

10. Interpretation & Modification of this Policy

a.   This Policy shall be valid for five (5) years from the date of issuance of this policy or the period so decided by the govt.

b.   The Department of Governance Reforms reserves the right to bring any amendment, addendum, modification, revision etc. to this policy. Changes in the business, needs of departments as well as market and technological advances may require revisions to this Policy to keep the requirements and guidelines updated with the prevailing business environment.

11. Effective Date

This policy shall be applicable with immediate effect.

ANIRUDH TEWARI, IAS,
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Chandigarh   Department of Governance Reforms
And Public Grievances.