

Punjab Information Technology (IT) Policy - 2001

1. **Preamble:** The Information Technology has been globally recognized as an important vehicle of “growth and development” in the new millennium. India has come of age and embraced Information Technology (IT) as the principal engine of rapid growth. The Government of Punjab is committed to deploy IT as an effective tool for catalyzing accelerated economic growth, efficient governance and human resource development to ensure that Punjab becomes a full and equal partner in India’s resolve to become an IT superpower; infact the Punjab be one of the favoured IT destinations.
2. **Vision Statement:** Government of Punjab has a clear vision “to use the Information technology towards accelerated overall development of a knowledge rich society”
3. **The benefits of Information Technology:** Information Technology is being viewed as of vital importance by the State because of two main reasons.
 - 3.1. Firstly, Information Technology will be used to reduce the cost of governance and improve overall efficiency and effectiveness of the Government machinery. Information Technology can enable the Government to dramatically re-engineer and improve its processes and service delivery systems for the benefit of common public. Effective use of Information Technology would bring about much needed radical changes in the functioning of the Government leading to better efficiency, transparency, accountability, and objectivity and thus ensure “A better Government which is also cost effective and capable of serving the needs of the citizens better.”
 - 3.2. The second reason is Economic. Information Technology can dramatically help improve the economy of Punjab, generating more jobs and export revenues and thus enhance the overall quality of life of people.
 - 3.3. In short the IT is an effective tool for catalyzing accelerated economic growth, effective governance and human resource development.
 - 3.4. Government of Punjab also fully recognizes the fact that IT and Internet has established a **Global Digital Networked Economy**. To be leader in this economy of the new millennium, the State needs to invest in basic infrastructure, education and information technology.
 - 3.5. There are three ways in which the State can increase employment and boost economic growth in Punjab by using IT:
 - 3.5.(1). By increased organizational efficiency of the Government
 - 3.5.(2). By building a successful domestic Information Technology & knowledge based Industry and business.
 - 3.5.(3). By producing globally competitive IT enabled Human Resources for self-employment as well as job employment within and outside the State and the Country.
 - 3.6. Use of Information Technology will make the local Industry in Punjab competitive by reducing costs and lowering barriers to entry into the global market place. This helps growth of business and will generate more jobs in all sectors.
 - 3.7. Punjab Government acknowledges the importance of Education in general and Technical Education in particular as Engine of Growth. Competent Technical manpower is core to the

Economy's success.

3.8. The IT policy of Punjab seeks to facilitate the deployment of IT in the state through creation of IT infrastructure, human resource development, proliferation of IT Industry and implementation of e-governance in collaboration and with the participation of private sector in e-transition of Punjab. The State Government is committed to provide critical infrastructure, institutional framework and enabling environment.

4. **Objectives of the Proposed IT Policy:** Following are the broad objectives of the Proposed IT Policy:

4.1. **Improve the overall economy** of Punjab by generating more jobs, as well as domestic and export revenues and ensuring even spread of such benefits to one and all.

4.2. **Creation of high value Employment** potential through Human resource development in IT and related areas along with the IT industry and business.

4.3. **Make Punjab a favoured industry destination** for attracting investment from outside the state by facilitating the creation of world class infrastructure, institutional framework and an enabling environment.

4.4. **Provide citizen-centered Governance** which is efficient, low cost effective, effective, transparent, friendly, affordable, convenient and ensures full accountability of employees. The government would empower Citizen through deployment of IT and e-governance.

4.5. **Make the State of Punjab globally competitive** in the new Globalized, Privatized and Liberalized economy and Changing business environment of the new millennium.

4.6. **Turn the state into a smart & intelligent state** and a knowledge society through IT education and e-Governance by promoting knowledge as the key resource for economic progress of individuals & institutions.

5. **MISSION AND STRATEGY:** This Information Technology policy will enable an intelligent society through smart governance. The mission and strategy of IT Policy in general are:

5.1. **e-Institutional Framework** : Create the required Institutional Framework like the Department of Information Systems and Administrative Reforms, IT Corporation for Joint Ventures, collaborations, strategic partnerships, agreements etc. for making strategy, enabling policies, action plans and evolving standards and methodologies to facilitate the effective implementation of such IT Policies.

5.2. **e-Infrastructure - Basic Infrastructure:** Create world class IT Infrastructure and connectivity to facilitate e-Governance, e-Education and make the State of Punjab a favoured Industry destination.

5.3. **e-Governance:** Provide an efficient and cost effective Government by improving the internal processes of the government through administrative reforms, re-engineering, modernization and deployment of Information Technology. E-Governance should be deployed to ensure an efficient, effective, productive, objective and accountable Government.

5.3.(1). The State Government will take specific measures to promote e-governance to improve transparency, accountability and efficiency through the use of IT. The following facets of governance will be significantly improved with the use of IT:

- a) Government to Citizen (G-C) Interface
- b) Government to Business (G-B) interface
- c) Intra-Governmental processes (G-G) interface.

5.3.(2). IT shall be used not merely to automate processes but simultaneously simplify procedures and revamp processes. Electronic governance will bring in the following benefits:

- a) Any-where, any-time services to citizens
- b) One-stop shop for all transactions in the Government to Citizen interface
- c) Better accountability, responsiveness and transparency on part of Government employees
- d) Improve the efficiency of the government machinery & systems
- e) Objectivity, reduced discretion and arbitrariness and thus corruption.

5.4. **e-Public Interface - Citizen IT Interface:** To provide a productive government-citizen interface and a public service oriented quality Governance which is affordable, friendly, transparent and convenient. Make information and services more accessible through multiple services delivery channels established with the participation of the private sector using a shared infrastructure.

5.5. **e-Human Resources Development - Human Resources Development in IT:** Invest in human resources to improve the knowledge base and skill sets of the youth of the State. Produce a high quality and competitive IT workforce of World-class capability who will be the technology and business leaders and welcomed as an asset by the Industry with in and outside the country.

5.5.(1). **e-Education - IT Education and use of Information Technology in delivery of Education:** Improve the quality, reach, effectiveness and delivery of education systems through the use of IT. Enhance the value & thus employability of the youth of the state by equipping them with the knowledge of IT, both at school and college levels, and thus help in creating IT enabled work force. To create an IT friendly culture through education enabling knowledge based society.

5.5.(2). **IT Human Resource Development at all levels** including in-service training and Information Technology education in schools. Expanding and modernizing Punjab's Technical and general education infrastructure is central to our IT strategy. Facilities for IT Education and IT-based education will be provided through the resources and expertise of the private sector.

5.5.(3). The Government will prepare and implement a long-term strategy for in-house human resource development in IT in consultation with the concerned Departments.

- 5.6. **e-Employment - Employment Generation:** Create more jobs for Information Technology enabled work force in all sectors of economy by leveraging the use of IT in Agriculture, Industry, business and service sector.
- 5.7. **e-Industry - Knowledge Industry:** Encourage and promote the knowledge industry in general and Information Technology industry in particular by providing institutional framework and enabling environment for the cauterization of High Tech and knowledge Industry. Stress should be on creativity, innovation, entrepreneurship and Creation of R&D clusters. A very attractive Incentives Policy for IT Industry has already been notified by the Department of Industries and Commerce. A number of other initiatives are still required to be taken in this critical area. **Encourage the private sector participation** in creation and management of IT related infrastructure to provide services on the basis of a self sustaining revenue model.
- 5.8. **e-Business:** Generate more domestic and export revenues through development of IT enabled services, IT services, software development and e-business for improving the overall economy and thus quality of life of the citizens of Punjab. Make Punjab globally competitive through e-enablement of businesses for border less marketing.
6. **Strategy for IT for the Masses:** No technology is an end in itself. It must become an instrument for improving the quality of lives of the people of the State and creating new wealth & prosperity for the Punjabies within and outside the state combined with distributive justice. It must — and it can — help us in achieving our broad objectives of eradication of poverty, removal of societal imbalances, and promotion of social and gender justice.
- 6.1. The Punjab Government proposes to implement a comprehensive Action Plan to promote IT for the masses in a big and visible way. The Government proposes to concentrate on the following initiatives having quick a state wide impact for the benefits of its citizens:
- a) Infrastructure and services**
- (i). Enable and empower the citizen, Government to act only as enabler.
 - (ii). Launch a massive programme for rural and urban connectivity.
 - (iii). Establish Punjab Wide Area Network, The Secretariat Local Area Network and the Departmental Local Area Network for connectivity between State Headquarter, District Headquarters, Sub-Divisions and Blocks to provide data, voice and video connectivity in a phased manner as required for e-governance.
 - (iv). Enable all the commercial establishments, including small and medium ones, to conduct e-commerce for being globally competitive.
 - (v). Introduce schemes for private sector participation and franchising of Government services in line with the policy of Government of India.
 - (vi). Facilitate 30 to 40 lacs internet connections by 2008 in line with the policy of GOI— Every middle class home, business and shop to have internet access by 2008.
 - (vii). Facilitate IT kiosks within cycling distance of 4-5 kms even in rural areas by 2005 through private sector participation
 - (viii). No licenses and controls for setting up IT, Telephony, Internet infrastructure and services in low telecom density regions in line with the policy of Government of India

- (ix). Allow free Right of way to OFC and Cable Operators for creating and IT backbone and providing last mile connectivity in the State.
- (x). Evolve Standards for development of Punjabi Language based content and provide the content in Gurmukhi on the internet

b) Electronic Governance

- (i) Dissemination of public domain Information useful to the citizens through the use of Information Technology
- (ii) Every Department to draw up a 5-Year Strategic IT Action Plans.
- (iii) As per the recommendations of Working Group on IT for Masses set up by Government of India 5% of the total State's budget should be progressively utilized for IT induction as far as possible.
- (iv) Government of Punjab to frame schemes for the establishment of **Information and Service Kiosks** for single point delivery of all Government information and services.
- (v) Standardization of formats and procedures for common services across the State to be taken up in line with the guidelines of Government of India.
- (vi) Time-bound computerization and networking of all Government departments, agencies and institutions
- (vii) Facilitate employment within and outside the State and Country through Internet enabled employment exchanges.
- (viii) Make all the utilities and services citizen-friendly. Provide an IT interface to the citizens for all their needs by deploying Internet Based e-governance applications. Workflow automation of all standards and procedures based services like licensing and permit.
- (ix) Government of Punjab to facilitate creating the Internet portals for one-point Government information and services with the collaboration of private sector. Such Portal would also provide help to farmers, rural artisans and poor.
- (x) Department of Information Systems & Administrative Reforms will take out Annual e-Governance Reports for facilitating the sharing of best practices and experiences.
- (xi) **Monitoring and evaluation of all developmental and regulatory activities** : A number of programs have been developed in different Districts over a period of time. Some of them have registered stable and useful operations over the last 1 to 2 years. It is proposed to integrate all such packages into the proposed comprehensive system so as to save time and effort for all districts.
- (xii) **Internet & e-mail policy:** Government of Punjab will progressively make available the Internet connectivity and e-mail facility accessible in all Government offices in next 3 to 5 years.

c) Important Dates proposed: As per the guidelines given by the Working Group on IT for Masses the following are **Important Dates proposed** for time bound implementation of Electronic Governance projects:

- (i) At least one citizen oriented service by every Government Department by December 2001
- (ii) All Government information on Internet by December 2001
- (iii) All tenders on internet by August, 2001
- (iv) Results of public examinations on internet by June, 2001
- (v) On-line bookings of rest houses etc by January 2002

- (vi) File-tracking system in the Deputy Commissioner's office by December, 2002
- (vii) IT infrastructure up to working level staff by 2003
- (viii) All Government payments on internet by 2003
- (ix) Land records computerization by 2005
- (x) IT to be made essential requirement for recruitment to the Government – Existing Government staff to be made IT literate by December, 2002
- (xi) All Government day-to-day functions to be IT enabled by December, 2005

d) IT Education

- (i) IT based education in Primary school
- (ii) IT Education in Middle, high and higher secondary schools
- (iii) IT enablement of all students at college level
- (iv) IT education through private sector participation
- (v) Computer Education at Block level
- (vi) All schools with computer education facilities to have internet connectivity and IT Kiosks to provide e-services
- (vii) Special schemes for students from under-privileged sections

e) IT Awareness campaign

- (i) A mass campaign for IT awareness, specially in rural areas, to be launch
- (ii) IT Yatras to be carried out across the State
- (iii) Organize IT melas (fates)
- (iv) IT to facilitate digital unite and not digital divide by ensuring economic prosperity to all sections of society
- (v) Mass opportunities for self-employment

7. **Database Creation, maintenance and warehousing:** All the Government services are proposed to be provided on-line on the basis of the authenticated Citizen Databases, Property Databases and Business Databases. The creation of three authenticated data bases is at the core of the e-Governance strategy of Government of Punjab. Detailed procedures for creation, updation, maintenance, secrecy and security of these databases to be backed-up by the Statute, executive instructions and guidelines which would be worked out by Department of Information Systems & Administrative Reforms.

The main source of data for these Databases would be required to be collected on the basis of the house to house survey to be jointly and collectively carried out by the Government Departments provides citizen services like Revenue, Local Government, Police, Health, Social welfare, Rural Development & Panchayats, Excise & Taxation, Economic & Statistical Organization etc. The web-enabled data on selective basis will be made available to all Govt. Agencies for planning and analysis.

One of the prime policy considerations of any democratic government is the need to ensure that the economic benefits that flow out of its initiatives spread out evenly and reach the underprivileged population groups as well. While the benefits of citizen services initiatives would reach the rich and the poor equally, IT projects aimed at improving the internal efficiencies would benefit the poor indirectly through better planning and targeting of weaker section programs and superior enforcement of law.

7.1.(1). The Government intends to make conscious efforts to see that IT percolates to the middle class and people below the poverty line. This translates to goals such as:

- a) Promoting Local Language interface,
- b) Taking up socially relevant extension and outreach programs,
- c) Taking the benefits of IT and Internet to the villages and
- d) Promoting IT-enabled education.

8. **Strategy for implementation of e-Governance in Punjab** : Given the resource constraint, it is not possible for the Government to attempt computerization of all the departments and agencies at one time. A thin spread of the resources is likely to result into a large number of failures and non-starters. The government, therefore, considers it a better strategy to prioritize its departments and agencies on rational criteria and focus on the priority areas so as to computerize them over the next 3 to 5 years.

8.1. The objectives of an e-governance project should be any or all of the following:

- 8.1.(1). Improve the quality of citizen services and citizen interface with the government.
- 8.1.(2). It improves government interface with the agriculture industry and trade.
- 8.1.(3). Improve the internal efficiencies of the Government Departments or organizations thus generate revenue and cutting costs.
- 8.1.(4). Ensures better enforcement of law.
- 8.1.(5). Promotion & Outreach activities.
- 8.1.(6). Education & Information to the masses.
- 8.1.(7). It covers a Public dealing or revenue generating area.
- 8.1.(8). It is a high visibility project with large areas of influence which gives quick gains

8.2. It is necessary to identify and prioritize the IT projects in different departments along the above lines. An exercise has already been taken up in this direction.

8.3. The next step is to impart the necessary skills to the senior functionaries of the Government like the Administrative Secretaries, Heads of the Departments and others, and to draw up plans of action that identify the clear objectives of each IT project, the resources required, the HRD and change management required, the cost benefit analysis in terms of revenue generated, savings accrued, the reduction in future manpower requirements, self-sustaining revenue model and the phasing of the project.

8.4. **Implementation Strategy:** Most of the Departments do not have technical expertise and resources for development of software and implementation of IT projects on their own. Therefore, the feasibility study, design, development and implementation of an IT project should, as far as possible, be outsourced to an expert agency by following an approved procedure. Department of Information Systems & Administrative Reforms to only act as facilitator and provide the required help and guidance to the other departments – implementing the various Information Technology & Administrative Reforms projects. In case the IT

application is small and Department has the requisite trained IT manpower, the implementation can be taken up at the Departmental level. Ultimately, the concerned Department will be responsible for the successful implementation of the project.

- 8.5. **Funding of e-Governance projects through levying of user charges:** In a world of increasing fiscal deficits, it is in-appropriate for Governments to think of finding financial resources for implementation and maintenance of major IT projects in the area of e-Governance. Many good IT projects decline in performance for want of timely availability of funds for maintenance of systems, consumables and up-gradation. These gaps are much more devastating as the technologies change rapidly. At the same time, the Government has a firm intention and commitment to use IT in all aspects of development and governance.

The Government intends to create sources of income to fund each major IT projects in the area of e-Governance within the framework of the functioning of the concerned department. The principle of financing e-Governance projects by collecting service charges from the users is already a well established principle accepted by the various States & Countries. The Government of Punjab proposes to adopt the same policy. The policy will allow the departments to fix and levy the service charges after ensuring that quality of service is defined precisely and that the solution offered is the most cost-effective one.

9. **Leverage the private sector initiative:** One other strategy critical to drive massive investments into the IT sector that it rightly needs at this point, is to leverage the financial, managerial and technological strengths of the private sector. For such a strategy to take roots and work, it is necessary for the Government to spell out the areas in which such investments are invited and to spell out the ground rules for encouraging private initiatives on revenue sharing model. Some of these areas are:

- a) Creation of IT infrastructure
- b) Implementation of e-Governance Projects on Turn-key basis in collaboration with the private sector
- c) Development of software for e-governance projects
- d) IT Facilities Management
- e) IT Education & Human Resource Development
- f) Distance education
- g) Healthcare and social security using IT
- h) Community Internet Infrastructure for universal access of services
- i) E-commerce & e-Business
- j) Management of Infrastructure development

- 9.1. The proposed role of the Government vis a vis the Private Sector in Deployment of Information Technology are proposed as follows:

- 9.1.(1). Role of the government should be catalytic, enabling and that of a facilitator rather than an executing agency. The Government should concern itself with:

- a) Envisioning, defining enabling policies
- b) Defining standards, Procedures & methodologies

- c) Data Base creation at the back end including citizen, property, business and departmental data bases – even this should be on out-sourcing basis.
- d) Providing the enabling environment for infrastructural development, operation & maintenance.
- e) Working out a revenue model for self-sustainability of private sector initiatives including fixing of user charges
- f) Building feedback and self-corrective mechanisms
- g) Interfacing with other external agencies including Government of India and other States and Central agencies

9.1.(2). The proposed role of the private sector, IT service provider and IT Industry should be:

- a) Creating and operating the infrastructure
- b) Providing and maintaining updated information and content
- c) Assist the Government in delivering the public services through multiple delivery channels
- d) Pricing of services (user charges) in collaboration with Government, revenue generation and collection
- e) Answerable to Government & user public for quality of service
- f) Creating awareness & providing education & training to the end user, public or citizen
- g) Inducting appropriate technologies for delivery of public services from time to time.

9.2. While it is not possible to detail in this document the ground rules required for participation of the private sector, it is necessary to lay down the basic principles governing the same. The Government intends to be guided by the following basic principles in this regard:

9.2.(1). Transparency of procedures adopted for selection of private parties

9.2.(2). Designing a suitable scheme for creation of a stream of revenue linked to the transactions, in relation to implementation of e-Governance projects on Build, Own, Operate (BOO), Build, Own, Operate, Transfer (BOOT) basis or other innovative methods being followed by various states, center and countries, before throwing a project to the process of open bidding.

9.2.(3). An institutional mechanism for empanelling players in the IT sectors and management who intend to work on Government IT projects, and awarding projects based on pre-determined eligibility criteria on a fast-track basis. The range of IT players include system designers, developers, system integrators, facility managers, ISPs, IT training institutes, Internet companies, web-site developers & hosts, strategic consultants, IT Auditors etc.

The adoption of such a strategy would have three advantages. Firstly, it will pave the way for pumping in large amount of investments into the priority areas of IT, which Government can not hope to do at the required pace. Secondly, it would give a fillip to the development of a variety of IT skills locally and create job opportunities. Thirdly, it will give the required experience to the local IT players and give them enough confidence and credentials to compete globally.

9.3. **Strategic alliances and partnerships:** One of the key objectives of the policy is to make the State globally competitive in the IT sector. This requires emulation of global best practices. Strategic alliances and partnerships with global leaders in specific thrust areas of IT, especially in IT infrastructure, e-Governance and IT education, is ideally suited to achieve this end. This strategy will have several distinct advantages. Firstly, the global player would bring to the table the state-of-the-art technology and skill sets. The Government need not invest its resources on a technology hunt. Secondly, the financial and managerial resources of the State are not put to undue strain. The government intends to take up more such projects through the pilots, collaborations, alliance and partnership routes in diverse areas. While it is not possible to straight-jacket the policy or the norms for arriving at and concluding such instruments, it is certainly possible to indicate the areas in which proposals are welcome.

9.3.(1). The following is the list of priority areas in which the government intends to follow the pilot projects, collaborations, alliance and partnership routes :

- a) Citizen Interface with the Government i.e. e-Governance projects.
- b) Business Interface with the government.
- c) IT-enabled education, Human Resource Development & Digital libraries
- d) IT communication and Internet Connectivity and Infrastructure like OFC network, Data centers, web server farms etc.
- e) e-business infrastructure like Electronic Payment systems, Smart cards, connectivity exchange etc.

10. **Integration of State Headquarter, District Sub Division and Block level and departments:** There are 72 sub-divisions and 138 blocks in the state. All the HODs, District Officers, sub-divisions and block offices are to be provided with computers under the project of e-mail connectivity. It is envisaged that major IT projects would be under taken in at least 10 to 15 departments over the next 2 to 3 years, out of which some will extend to block level administrative units as well. Examples are Revenue, Excise & Taxation, Finance, Public Works Departments, Education, Industry, Transport, Local Bodies, Health Care, Police, Social Security etc.

11. **Security Policy:** Security of the data is of paramount importance for a reliable and stable administration. The Government of Punjab intends to develop a security policy and implement firewalls around all major databases. The security consideration would also be one of the important factors while framing the specifications for the application software development.

12. **Use of Punjabi and Gurmukhi Script:** The State Government shall work for the development of Punjabi languages on computers and creation of useful content on the Internet in this native language will be promoted. The State Government shall standardize and promote the use of Punjabi and Gurmukhi Script in Information Technology to increase its outreach and benefit to the common man. For this purpose specific initiative will be taken for use of Gurmukhi in Computers and developing Web Applications. The standardization of Gurmukhi Script Key Board has already been taken up and finalized by Department of Information Systems & Administrative Reforms.

13. **IT Policy Initiatives, Action Plan & Strategic Thrust Areas:** The detailed IT initiatives and action plan has been worked out by Department of Information Systems & Administrative Reforms covering

four strategic thrust areas of IT Infrastructure, IT Industry, IT in the Government and IT Human Resource Development. This action plan is based on the strategy suggested by IT Vision Group and in line with the policy notified by the Government of India.

13.1. Creation of Information Technology related institutional framework and enablers:

13.1.(1). The State Government has either created or proposes to create the following **Institutional framework** for maximum leverage of the benefits of IT

- a) **IT Vision Group:** An Information Technology Vision Group consisting of the top leaders of Information Technology Industry, Education and the Government, had been set up by the Chief Minister for the purpose of envisioning an Information Technology policy and working out a strategy for its implementation in the State of Punjab. The vision group had recommended a draft policy on which this proposed policy is based.
- b) **Cabinet Sub Committee on Information Technology:** A Cabinet Sub Committee on "Information Technology" may be constituted and authorized by the Council of Ministers to take the required Information Technology related policy level decisions wherever the approval of cabinet is otherwise necessary to make the State of Punjab an IT enabled smart State.

The Proposed Constitution of the Cabinet Sub-Committee on IT is as under:

1.	Chief Minister	Chairman
2.	Local Government Minister	Member
3.	Food and Civil Supplies Minister	Member
4.	Finance Minister	Member
5.	Urban and Housing Development Minister	Member
6.	Industry & Commerce Minister	Member
7.	Excise and Taxation Minister	Member
8.	Information & Public Relation Minister	Member
9.	Minister of State of Information Technology and Administrative Reforms	Member
10.	Chief Secretary	Member Secretary

- c) **Departmental Committee on IT (DC-IT):** The concerned Departments may constitute this committee according to their departmental requirements. The recommended composition of DC- IT is as follows:

1.	Minister-In-charge	Chairman
2.	Administrative Secretary concerned	Vice-Chairman
3.	Principal Secretary, Department of Information Systems and Administrative Reforms, Government of Punjab or his nominee	Member
4.	Two Technical expert to be appointed in consultations with the Department of Information	Member

Systems & Administrative Reforms.

5. Any other member to be co-opted as deemed fit by the constituting authority of the committee. Member
6. **Head of Department concerned** Member Secretary

(i) **The proposed Terms of reference are as follows:**

- Preparation and administrative approval of the Strategic IT action plan
- Administrative Reforms and re-engineering of the administrative processes to suit IT implementation.
- Administrative Approval of major IT projects relating to the Department
- Departmental review of the Implementation of IT projects either with the direct funding of the Government or through the involvement of private sector.
- Change management within the department for IT implementation and Administrative Reforms.
- Review of the progress of ongoing IT projects.
- Make strategy for training of Human Resources required for implementing IT projects.

- (ii) Depending on their specific requirements, the individual Departments may add to the terms of reference of the committee as and when required.

13.1.(2). **The Approach of Department of Information Systems and Administrative Reforms (DISAR):** The Department of Information Systems and Administrative Reforms (DISAR) is responsible for acting as a nodal point for co-ordination of creation of common IT related infrastructure and would follow an approach to the deployment of Information Technology which:

- a) Is based on common State Technical Standards (STS) and procedures;
- b) minimizes duplication of IT Infrastructure, networks and services;
- c) encourages shared use of common IT resources & Data; and
- d) ensures that the state leverages its power for acquisition of Technology and IT products by negotiating for their State wide implementation.
- e) works on outsourcing model instead of recruiting new manpower in the Government for implementation of IT Projects if the project can not be implemented with the existing staff.

13.1.(3). **The role of Department of Information Systems & Administrative Reforms as a facilitator for Deployment of IT:** The role assigned to the Department of Information Systems & Administrative Reforms is that of a facilitator and not of an implementing agency. The ultimate credit and responsibility of the successful implementation of an IT projects, therefore, lies with the concerned Department.

The following policy initiatives are proposed for the Department to Act as a facilitator.

a) Procedure and responsibility for implementation of IT Projects: The primary responsibility for the implementation, operations, management and use of Information Technology systems, equipment, software, services and telecommunications rests with the each state Department concerned subject to the following:

- (i) The Departments may purchase, lease, rent, or otherwise acquire and maintain equipment, proprietary software, and purchased services including those acquisitions that are part of a project in consultation with the Department of Information Systems and Administrative Reforms and with the Technical Sanction (TS) of Department of Information Systems and Administrative Reforms.
- (ii) Departments are expressly prohibited from acting without the Technical Sanction (TS) of Department of Information Systems and Administrative Reforms. Departments are not exempted from the State Technical Standards as prescribed by the Department of Information Systems & Administrative Reforms from time to time when implementing IT Projects & conducting acquisitions within their Department under some other delegated authority and whatever be the source of funding.
- (iii) Departments concerned will be responsible for issuing the Administrative Approvals (AA) and Financial Sanctions (FS) for the implementation of Information Technology projects in respect of their Departments as per the Administrative & Financial authority delegated at each level under the Standing Orders of the Department concerned.

13.1.(4). **Empowered Committee on Computerization (ECC):** With a view to monitor the implementation of important IT projects in all the Government Departments though an Empowered Committee is already functioning as constituted by the Government. However this committee needs to be reconstituted, strengthened and truly empowered to act as a single window clearance authority for expeditious clearing the all important IT projects and also ensure their timely implantation and close monitoring. Single window clearance is necessary for the successful implementation of IT projects because of their special nature and critical importance of time in the era of fast changing technologies. The following constitution of ECC is proposed:

1.	Chief Secretary to Government of Punjab	Chairman
2.	Principal Secretary Science Technology and Environment	Member
3.	Principal Secretary, Information Systems and Administrative Reforms	Member
4.	Principal Secretary, Finance	Member
5.	Principal Secretary to Chief Minister	Member
6.	Secretary Industries and Commerce	Member
7.	Secretary Planning	Member

8.	Secretary of concerned Department whose computerization is being taken up in the Agenda	Member
9.	A representative of Ministry of IT Government of India not below the rank of a Director	Member
10.	Two IT Experts to be nominated by the Chairman from IT Vision Group or other sources	Members
11.	Director-cum-Secretary, Department of Information Systems and Administrative Reforms, Government of Punjab	Member Secretary

a) The main functions and powers of this committee are proposed as follows:

- (i) To accord single window clearance to important IT projects.
- (ii) The important IT projects of more than a prescribed value to be notified by the Department of Information Systems and Administrative Reforms from time to time would be necessarily be required to be approved by ECC.
- (iii) No separate reference to the Finance Department and Planning Department would be necessary for release of funds for the projects cleared by the Empowered Committee provided the budget provision for the same exists in the budget of Department of Information Systems & Administrative Reforms or other concerned department as approved by the legislature.
- (iv) However for the creation of new post the matter would be referred to the Finance Department for their approval separately.
- (v) To approve the important policies and strategies on IT implementation of inter-departmental nature.
- (vi) Inter-departmental co-ordination and decisions in respect of projects concerning more than one department requiring speedy decisions.
- (vii) To decide on the revenue model and user charges for public interface and other IT services.
- (viii) Review the progress of implementation of computerization proposals already cleared to ensure its expeditious and timely implementation. To review on-going IT projects.
- (ix) To take decisions to carry out the comprehensive Government processes re-engineering and Administrative Reforms wherever interdepartmental issues are involved.

Issue of the Administrative Approvals (AA) and Financial Sanctions (FS) for the utilization of the funds cleared by the Empowered Committee would be the responsibility of the concerned Department while issuing of the Technical Sanction (TS) would be the responsibility of Department of Information Systems & Administrative Reforms.