PROCEEDINGS OF THE DIRECTOR, Kerala State IT Mission
THIRUVANANTHAPURAM
Present : Shri. Seeram Sambasiva Rao IAS

Sub:- KSITM- Admin- Nomination of Officials for attending Departmental Meetings - Orders Issued

SysAdmn/54/2017-KSITM/1123	**Dated, 19.09.2017**

A number of requests are being received from Government for deputing an officer with technical knowledge to attend Working Group/Technical Committee/Purchase Committee/General Meetings of various departments of Secretariat and Directorates /Commissionerates/PSUs/Autonomous bodies under those Departments. The existing practice is to depute any of the officers having convenience to attend such meetings. More often, problems are experienced in deputing officers for such meetings. In order to ensure regular participation of a representative from IT Mission / SeMT, the following officers are assigned the responsibility to attend such meetings of the Departments and institutions coming under the department noted against their name. The officers in the first column are nominated to attend the meeting. In circumstances, where ever required, they can arrange substitutes in the second column, to attend the meeting. This list will be dynamically updated from time to time and will be notified in the website of Kerala State IT Mission.

Sl No	Department	Name of the Officer	Substitute
1	Agriculture Department	Rahul P K	Gayathri C
2	Animal Husbandry	Adi Seshu K	Josius Benny Kittan
3	Backward Classes Development	Ajex Varghese Thomas	Mukesh V
4	Coastal Shipping and Inland Water Navigation	Mukesh V	Ajex Varghese Thomas
5	Consumer Affairs	Ramanathan V	Ishaque K V
6	Co-operation	Muraleedharan M	Adi Seshu K
7	Cultural Affairs	Bijoy K Korah	Ranjit Vappala
8	Dairy Development	Krishnan B Nair	Josius Benny Kittan
9	Election	Sayed Husni Jifri	Rahul P K
10	Electrical Inspectorate	Muraleedharan M	Renjith A
11	Environment	Krishnan B Nair	Bijoy K Korah
12	Excise Department	Krishnan B Nair	Ramanathan V
13	Finance	Muraleedharan M	Santhosh Kumar Soman

14	Fisheries and Ports	Adi Seshu K	Ramanathan V
15	Food and Civil Supplies	Josius Benny Kittan	Ranjit Vappala
16	Forest and wild life	Bijoy K Korah	Ajex Varghese Thomas
17	General Administration	Santhosh Kumar Soman	Mukesh V
18	General Education	Santosh Talghatti	Bijoy K Korah
19	Health and Family Welfare	Rahul P K	Santhosh Kumar Soman
20	Higher Education	Santhosh Talghatti	Bijoy K Korah
21	Home	Rahul P K	Rakesh A P
22	Housing	Ramanathan V	Renjith A
23	Industries	Krishnan B Nair	Santhosh Talghatti
24	Information and Public Relations		Josius Benny Kittan
25	Information Technology	Muraleedhanan M	Mohammed Hanif
26	Irrigation Department	Gayathri C	Ambili K
27	Labour and Rehabilitation	Adiseshu K	Santhosh Talghatti
28	Law	Renjith A	Nishanth S R
29	Local Self Government	Ramanathan V	Nishant S R
30	Motor Vehicle/Transport	Sayed Husni Jifri	Adi Seshu K
31	NORKA	Rahul P K	Mukesh V
32	Parliamentary Affairs	Ajex Thomas Varghese	Santhosh Talghatti
33	P&ARD	Muraleedharan M	Rakesh A P
34	Planning and Economic Affairs	Muraleedhanan M	Nishanth S R
35	Port	Adi Seshu K	Ramanathan V
36	Power	Manoj B	Subil B S
37	Printing and Stationary	Krishnan B Nair	Rahul P K
38	Public Works	Renjith A	Ranjit Vappala
39	Registration Department	Sayed Husni Jifri	Ambili K
40	Revenue	Krishnan B Nair	Adi Seshu K
41	SC Development Department	Devi Thankappan	Seethu S
42	ST Development Department	Seethu	Devi Thankappan
43	Science and Technology	Krishnan B Nair	Renjith A
44	Social Justice	Sayed Husni Jifri	Gayathri C
45	Sports and Youth Affairs	Ajex Thomas Varghese	Nishanth S R
46	Store Purchase	Krishnan Nair	Ishaque K V
47	Taxes	Sayed Husni Jifri	Santhosh Kumar Soman

48	Tourism	Hanif Mohd.	Gayathri C
49	Vigilance	Rahul P K	Ishaque K V
50	Water Resources	Rakesh A P	Subil B S

Email ids and contact numbers of the above staff are published in the website of Kerala State IT Mission

Indicative Roles & responsibilities of the Members of Technical Advisory committee

- They shall primarily provide inputs to Government departments regarding alignment of technology initiatives with respect to defined standards/specifications of the IT Department, GoK for State Government Enterprise Architecture, Technology selection, System integration, Data management, IT Infrastructure deployment, Interoperability, Information Security, Quality Assurance, etc.
- Ensure whether proposed system architecture is sufficiently defined and complete to ensure that all costs, resources, and associated impacts can be identified in the project proposed.
- Ensure that the proposed system design meets technical goals such as compatibility, usability, performance, security, reliability, maintainability, reuse/reusability, supportability, and recoverability etc
- That proposed system conforms to the guidelines issued by Government of Kerala with respect to the E-governance project implementation.
- They shall provide technical inputs to specific departments to develop software/hardware projects suggest a best-fit / optimum solution, act like a bridge in translating the 'raw' requirements spelt out by the departments into a technological perspective for inclusion in EOI/RFP. Estimation of future requirement based on realistic calculation enabling proper sizing of CPU, Memory and Storage and try to adopt open standards based hardware/software technologies to avoid vendor lock in.
- They shall validate whether individual project level initiatives are interoperable, standardized, and scalable. Various technological aspects including the security of software, hardware and infrastructure has to be ensured.
- They shall ensure the project proposal optimally utilizes and leverage core and common IT infrastructure initiatives of the State; including SDC, SWAN, SSDG, MSDG, Citizen call Center, Akshaya, etc. in e-Governance implementations and ensure that no parallel system is established.
- Review current status, and support departments in decision making on technological issues related to e-governance initiatives, in coordination with the Technical Committee of KSITM.
- Support in appraisal, approval and recommendations of various technical documents and proposals related to e-Governance implementations; including FRS, SRS, Technical specifications in RFPs/DPRs, SLAs, etc.
- If a specific technological input needs a sound footing, then appropriate technological domain specific experts from Govt/PSU/ Private sector etc can be co-opted into the technical committee where ever gaps exist in specific technology areas.
- In order to ensure business continuity, the Nodal officers/TC members shall record the inputs given to the departmental specific projects in a common repository established in IT Mission. They shall also upload project specific documents like FRS, SRS etc in the repository.
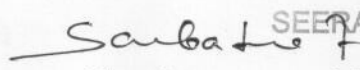
- Payment may be spaced in a realistic manner and ensure that the final payments are released only if the developer has transferred the working source code, database dumps, administrative passwords etc enabling the departments to have strategic control over the e-gov apps/mobile apps developed by Third parties (both government and private)

Officials as noted above shall attend the Department Level Meetings including Line Departments under each Department. In case both the officials are not available for a particular meeting due to unavoidable circumstances, Head e Governance, KSITM is authorized to depute a competent officer for the purpose. All Officials should possess the basic information related to various activities of KSITM and they should communicate on behalf of KSITM on these matters.

In case more technical inputs are required on aspects during the meetings / file processing, support from experts at KSITM / SeMT related to the specific area of technology (as detailed below) may be sought prior to giving remarks or recommendations.

Infrastructure	: Santosh Soman & Mukesh
Web applications	: Ramanathan, Sabarish, Janu Mohan
Database design	: Nishant
Mobile Applications	: Sabarish K, Janu Mohan, Hanif Mohd.
Capacity Building	: Santosh Talagatti, Ambili Menon
E procurement	: Krishan B Nair, Ishaque K V
E office	: Renjith A
Security	: Renjith A, Rakesh A P

Special attention need to be exercised while giving remarks and recommendations since these nominations are for representing KSITM. Departments are expected to submit proposals well in advance and at least 7 days before the technical committee meeting.

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Director

SEERAM SAMBASIVA RAO IAS
DIRECTOR
Kerala State IT Mission
Department of Electronics & Information Technology

To

1. All Concerned

Copy to:

1. Secretary, ITD
2. Administrative Officer, KSITM
3. Finance Officer, KSITM
4. Website, KSITM
5. Master File/ Personal File