



GOVERNMENT OF PONDICHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

MANUALS ON RIGHT TO INFORMATION ACT

DIRECTORATE OF INFORMATION TECHNOLOGY
(PLANNING AND RESEARCH COMPLEX)
II FLOOR, 505 KAMARAJ SALAI
SARAM, PONDICHERRY
605013

MANUAL – 1

Particulars of Organization, Functions and Duties

2.1 Objective

The Directorate of Information Technology (**DIT**) was created exclusively to provide comprehensive IT solutions for the Government of Pondicherry in a centralized manner. **DIT** provides IT solutions, undertakes e-Governance projects regulates IT proposals to become enabling the Government of Pondicherry to become a smart buyer. **DIT** is also involved in decision making, implementing decisions in collaboration with other governments, Integrating departments within the government, improving relationship with customers and businesses and incorporating value added services to new customers.

Government of Pondicherry has developed an IT policy that outlines the following objectives:

- Access to information for the common man;
- Transparent, efficient, and quick decision making government administration;
- Increased IT literacy and creation of trained manpower;
- Attracting investment in IT related industries with attractive policies;
- Establishment of a good information and communication infrastructure.

2.2 Mission / Vision

The field of Information Technology and Communication has an explosive growth. The information intensive services have radically changed the world. These changes will give rise to a new society based on knowledge Management. Further new avenues of development, employment, productivity, efficiency, and enhanced factors of economic growth will be made.

Government of Pondicherry recognized this enormous potential of IT and has decided to embark upon an ambitious journey to herald the benefits of IT for the citizens of the Union Territory.

The Government of Pondicherry has, with a vision on Information Technology sector, developed an e-Governance Master Plan covering 16 key departments /directorates, encompassing the overall IT Architecture, Application, Networking and Communication Architecture, IT Organization structure providing Cost estimates for funding the IT initiatives,

and an Implementation Roadmap for the initiatives. The e-Governance Master Plan aims at improving services to citizens and business processes ensuring increased transparency and efficiency in operation across 16 key Government Departments including Chief Secretariat, Legislative Assembly, Accounts & Treasuries, Planning & Research, Economics and Statistics, Information Technology, Revenue, Survey & Land Records, Excise and Commercial Taxes, Transport, Electricity, Civil Supplies, Agriculture, Forestry, Public Works, Health, Education, Industries and Local Administration.

The Government of Pondicherry has been encouraging the use of IT in several government departments and educational institutions. Several departments like Accounts and Treasuries, Civil Supplies, Registration, Land & Records, Commercial Tax, Agriculture, Transport, Electricity, etc., have already been computerized for facilitating the transactions with the public. Incentives offered by the Government have already attracted a sizeable number of computer hardware manufacturers, in addition, IT has penetrated other areas such as banking, shopping, etc. As per IT Policy of the Government of Pondicherry the Directorate of Information Technology functions for smooth and efficient implementation of the various IT related programmes in the Union Territory of Pondicherry.

2.3 *Brief History*

The Computerisation process started in the Government way back in 1986 with the installation of a computer system in the Secretariat for automating the activities of the Directorate of Accounts and Treasuries. With the inauguration of the Unit of National Informatics Centre in the Union Territory from 1988 onwards, all the outlying regions namely Karaikal, Mahe and Yanam have been connected for information exchange not only with Pondicherry but also with the rest of the country through VSAT connectivity. All the Government departments have been provided with computer systems and the existing manpower is being trained for wider use of computer applications in day-to-day work. In order to provide a boost to IT related activities in the Union Territory of Pondicherry, the Lt. Governor had approved the establishment of a separate Directorate for Information Technology under the Planning & Research Department vide G.O. Ms. No. 59 dated 19/07/2002 of the Department of Personnel and Administrative Reforms(Personnel Wing), Pondicherry.

2.4 Duties

- Nodal office for purchase of computers, its accessories and related IT hardware and software, providing technical clearances and Rate Reasonableness Certificates (RRC)
- Undertaking e-Governance Projects/Initiatives
- Provide capacity building for e-Governance Projects
- Cater to the citizen centric applications and services.
- Training of Government officials on the usage of IT on a continuous basis.
- Geographical Information Systems for applications like spatial planning, environment protection, utility management, traffic regulations, etc., utilizing NRIS facility.
- Persuing strategic alliances with the private sector to exploit its technical, organizational and financial strengths in the Government Computerisation programme through outsourcing and other innovative processes.

2.5 Main Activities/Functions

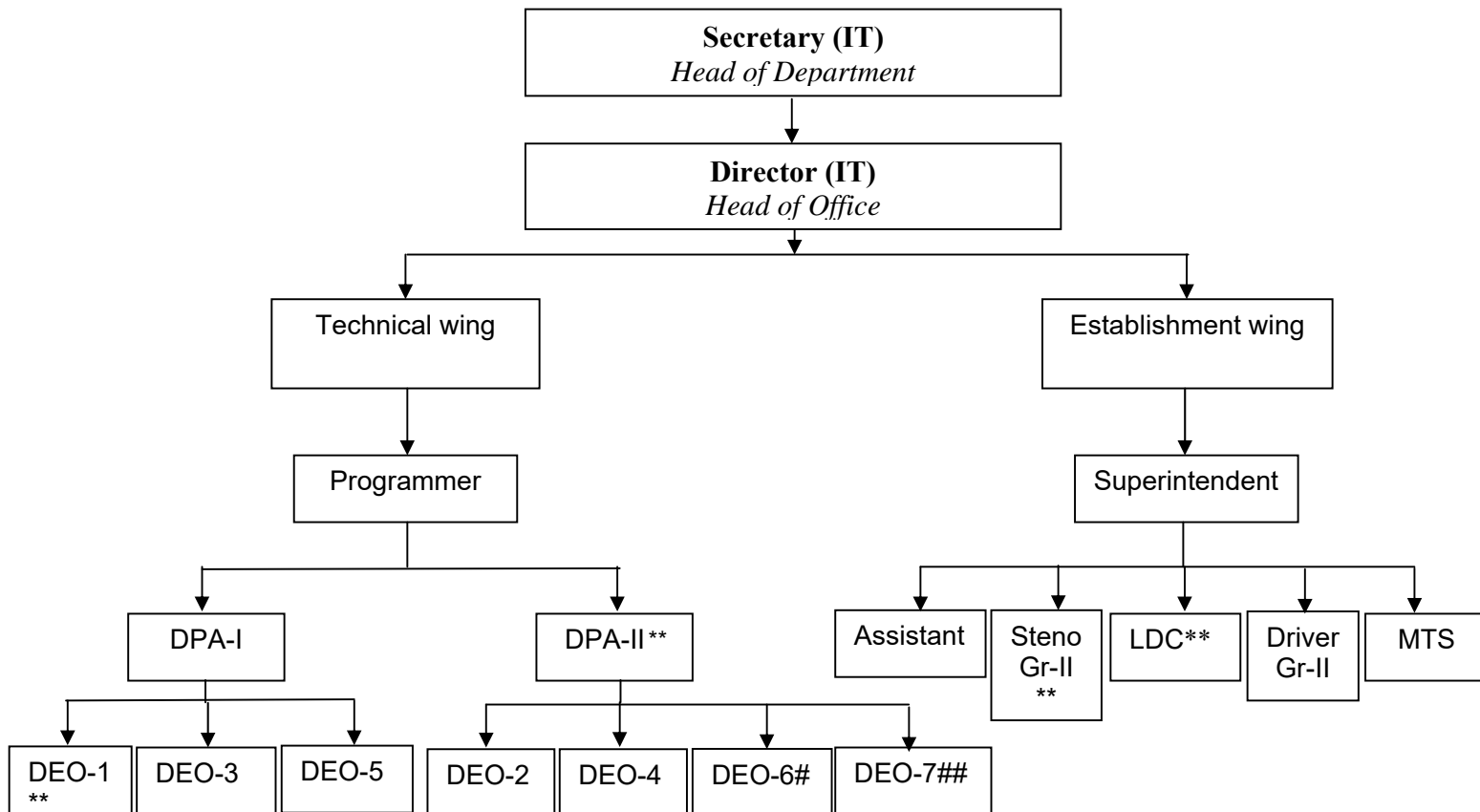
The main activities of the Directorate of Information Technology :

- (a) Undertake Ushering e-Governance projects
- (b) Undertake capacity building for e-Governance projects
- (c) Training of Government officials on the usage of IT.
- (d) Nodal office for purchase of computers and related hardware, software and for technical clearances
- (d) Process standardization through Organisation Process Documentation and Integration (OPDI).

2.6 List of services to be provided

The DIT serves all duties listed in 2.4

Organization Structure



Note:

** Vacant.

Service placement from Commercial Taxes Department, Puducherry.

Service placement from Directorate of Accounts & Treasuries, Puducherry.

2.7 Expectation of the public authority from the public for enhancing its effectiveness and efficiency

No services involving direct public

2.9.1 Arrangements and methods made for seeking public participation/contribution

No.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution

Complaint box has been provided in this Directorate.

2.11 Address

Directorate of Information Technology,
Government of Puducherry
II Floor, Planning & Research Complex,
505, Kamaraj Salai, Saram,
Puducherry – 605 013.

2.12 Working Hours:

Working hours of the office:	8.45 a.m. – 5.45 p.m.
Lunch Break :	1.00 p.m. – 2.00 p.m.

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3.1 Powers and Duties of Officers and Employees:

Designation	Director (IT)	
Powers	Administrative	All administrative Powers rest with Secretary(IT), Government of Puducherry
	Financial	As per the G.O.Ms.No.59/F3/2003, dated 11.02.2003 of Finance Dept. Puducherry
	Others	Nil
Duties		<ul style="list-style-type: none"> • Providing Technical Advice and approval on all IT- related activities • Acting as Head of Office of this Directorate
Designation	Programmer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ul style="list-style-type: none"> • Software development/Evaluation/ Support • Assisting the Director(IT) for decision making and submitting the IT-related proposals received from various departments for approval • Any other work assigned by Director(IT)
Designation	DPA	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ul style="list-style-type: none"> • Assisting the Programmer in processing the IT-related proposals from various departments • Attending Programming work/Training schedule co-ordination • Any other work assigned by the Superiors

Designation	DEO	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ul style="list-style-type: none"> Assisting the DPAs in processing the IT-related proposals from various departments Attending data entry work Any other work assigned by the superiors
Designation	Superintendent	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		<ul style="list-style-type: none"> Looking after the Establishment and Account Section of this Directorate and Accounts of PeGS. Looking after all Establishment / Financial matters as per rules and procedures in force.
Designation	Assistant	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Assisting the Superintendent on Establishment/Financial matters.
Designation	Stenographer Grade III	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		To attend phone calls To arrange appointments for visitors. To attend other official duties as and when assigned by the Director.
Designation	LDC	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Looking after Receipt & Despatch

MANUAL – 3

4.1 Rules, Regulations, Instructions , Manual and Records for Discharging Functions

- In respect of the establishment, the rules prescribed by the Ministry of Finance are followed.

MANUAL – 4

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.

5.1. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

- Not Applicable

IMPLEMENTATION OF POLICY

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

- Not Applicable

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6.1 A statement of the categories of documents that are held by it or under its control.

Sl. No.	Category of the documents	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Government Policy	Information Technology Policy	On request / can be downloaded from the departmental website https://dit.py.gov.in	Directorate of Information Technology, Puducherry

MANUAL – 6

Statement of Boards, Council, Committees and other bodies constituted

Name and address of the Society:

Puducherry e-Governance Society (PeGS)
II Floor, Planning & Research Department Complex,
505-Kamaraj Salai, Saram,
Pondicherry – 605013.

Type of Affiliated Body :

Society under society registration Act 1860

Brief Introduction of the Society:

- o Year of Establishment : 2006

Role/Objective / Main Activities :

- o To take all the steps necessary to fulfill the objective of the Department of IT, Good Governance any Governance for the overall benefit of the citizen and public in the U.T. of Puducherry. To do all such other lawful things as may be necessary.
- o To obtain licenses, certificates and privileges for all purposes from all persons, local authorities and the Central and State Government, to renew the same and transfer the same in favour of any person or authorities.
- o To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
- o To draw, issue, accept and to endorse discount and negotiate promissory notes hundies, bills of exchange, delivery orders, warrants, warehouse-keeping, certificates and other negotiable or commercial or mercantile instruments connected with the business of the Society.
- o To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society.
- o To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out equipment, improvement, management, administration or control of improvement, management, administration or control of works and convenience and to undertake, execute, carryout, dispose of or otherwise turn to account the same.
- o To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concession of the society.

- To let out on hire all or any of the properties of the society including every description of apparatus appliances of the society.
- To open account or accounts with any individual firm or company or with any bank or banks and to pay into and to withdraw moneys from such account or accounts.
- To invest apply for acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the society may think fit.
- To guarantee the payment of money to guarantee become sureties for the performance of any contracts or obligations.
- To create any depreciation fund, reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the society and to transfer any such fund or part thereof to any of the other funds herein mentioned.

Structure and Member Composition:

1	Minister (IT)	Chairman
2	Secretary (IT)	Vice-Chairman
3	Joint Secretary (IT)	Member
4	Deputy Secretary (Finance)	Member
5	Director (IT)	Convenor
6	Senior Technical Director, National Informatics Centre, Pondicherry	Member
7	Programmer (IT)	Member

Head of the Body:

- **Chairman.**

Frequency of Meetings:

- The board shall ordinarily meet 4 times in a year but the gap between one meeting and other shall not be more than 120 days.

Can public participate in the meeting:

- Not applicable

Are minutes of the meeting prepared?

- Yes

Are minutes of the meeting available to public?

- No

MANUAL – 7

The names, designation and other particulars of the Public Information Officers:

Name of the Public Authority:

- o Directorate of Information Technology

Assistant Public Information Officer:

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Resi.			
1	K. RAMESH	Data Processing Assistant	0413	2244750	-	2246090	dpa1it.pon@nic.in	Directorate of Information Technology, Planning & Research Complex II Floor, 505, Kamaraj Salai, Saram, Puducherry – 605013.

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Resi.			
1	P. RAJASEKARAN	Programmer	0413	2231292	--	2246090	progit.pon@nic.in	Directorate of Information Technology Planning & Research Complex II Floor, 505, Kamaraj Salai, Saram, Pondicherry – 605013.

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Resi.			
1	Shri. YASAM LAKSHMI NARAYANA REDDY	Director (IT)	0413	2246090	-	2246090	directorit@pon.nic.in	Directorate of Information Technology Planning & Research Complex, II Floor, 505, Kamaraj Salai, Saram, Pondicherry – 605013

MANUAL – 8

Procedure followed in Decision Making Process:

- All IT-related proposals from various departments are examined based on the requirement analysis and finally approved by the Secretary (IT).
- The e-Governance initiatives are processed with the approval of the competent authority and in consultation with the Advisory committee constituted for this purpose.

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Directory of Officers and Employees:

Sl. No.	Name Tvl./Tmt.	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
01	Yasam Lakshmi Narayana Reddy	Additional Secretary –cum - Director (IT)	0413	2246090		(0413) 2246090	directorit.pon@nic.in	
TECHNICAL WING								
02	P. Rajasekaran	Programmer	0413	2231292	9842355833		progit.pon@nic.in	Plot No.8-B, Thendral Street, Ragavendra Nagar, Puducherry 605005.
03	K. Ramesh	Data Processing Assistant	0413	2244750	9994457164		dpa1it.pon@nic.in	8-A, Sri Balaji Apartments, Kanakkan Thottam Street, Pudupet, Lawspet, Puducherry 605008
04	A. Sivagnanam (Service placement from Commercial Taxes Department)	Data entry Operator	0413	2231294	9442205031			No.15, Second Main Road, Natesan Nagar (West), Puducherry 605005
05	R. Godandaramane (Service placement from DAT)	Data Entry Operator	0413	2244750	9442511682		deo7it.py@gov.in	No.22, Ignacy Maistry Street, Puducherry 605001.
06	T.V. Saravanan	Data Entry Operator	0413	2244750	9894610190		deo3it.pon@nic.in	No.1, Fourth Cross Street, Anna Nagar, Puducherry 605005
07	M. Shanmugam	Data Entry Operator	0413	2231294	9597064850		deo5it.pon@nic.in	No.24, Third Cross Street, Kurinji Nagar, Lawspet, Puducherry 605008
08	P. Varadaradjalou	Data Entry Operator	0413	2231294	9944859676		deo2it.pon@nic.in	No.7, Community Hall Road, Saint Paulpet, Lawspet, Puducherry 605008
9	G. Arunachalam	Data Entry Operator	0413	2231294	9442549994		deo4it.pon@nic.in	No.8, Plot No.43, Ninth Cross Extn, Rainbow Nagar, Puducherry 605001
ADMINISTRATIVE WING								
10	P.Santhi	Superintendent	0413	2231291	9894553979		Supdtit.py@gov.in	P.No.C-1-4, Temple Way Avenue, ECR, Lawspet, Puducherry - 605 008
11	M. Rajaram	Assistant	0413	2231291	7708273970			No.18, Gangai Amman Koil Street, Pudhu Nagar, Abishgapakkam, Puducherry 605007
12	P. Kumaran	Driver Gr.II	0413	2231291	9944759538			No.29, Ponnambalam Mudaliar Street, Muthialpet, Pondicherry
13	R. Kulandai Amalanathan	MTS (General)	0413	2231291	9789197166			No.16,D.1 Block, Rajiv Quarters, Govindasalai, Puducherry - 11

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

Sl. No.	Name Tvl/Tmt.	Designation	Monthly remuneration	Compensation/ Compensatory allowance *	The procedure to determine the remuneration as given in the regulation **
1	P. Rajasekaran	Programmer	Rs.1,16,619/-		
2.	P. Santhi	Superintendent	Rs. 92,546/-		
3	K. Ramesh	Data Processing Assistant	Rs. 75,522/-		
4	T.V. Saravanan	Data Entry Operator	Rs. 75,522/-		
5	M. Shanmugam	Data Entry Operator	Rs. 75,522/-		
6	P. Varadaradjalou	Data Entry Operator	Rs. 75,522/-		
7	G. Arunachalam	Data Entry Operator	Rs. 73,394/-		
8	M. Rajaram	Assistant	Rs. 60,094/-		
9	P. Kumaran	Driver Gr. II	Rs. 51,406/-		
10	R. Kulandai Amalanathan	MTS (General)	Rs. 32,398/-		

* The monthly remuneration includes all compensations applicable to employees as per pay rules

** The remuneration determined as per the procedure laid down in the rules

MANUAL – 11

Budget allocated to each category:

For Public Authorities responsible for developmental, construction, technical works:

12.1 Please provide information about the details of the budget for different activities under different schemes.

Year 2019-20:

For Public Authority:

(Rs. in lakhs)

Sl. No.	Head	Sanctioned Budget	Amount released / disbursed (No. of installment)
1	3451- Secretariat Economic Services-091- Attached offices-091(01)- Directorate of Information Technology 091(01)(01) Puducherry Region	24.90	22.05
2	3451- Secretariat Economic Services - 091(02) Introduction of e-Governance- 091(02)(01) Puducherry Region	10,95,55	10,87.31
3	3451- Secretariat Economic Services-003- Training-003(01) Conduct of Computer Training to the Government Officials 003(01)(01) Puducherry Region	12.00	0.97
4.	3451-Secretariat Economic Services – 091- Attached Offices 091(05) – Setting up of IT Park – 091(05)(01) Puducherry Region.	0.00	-
5	3451-Secretariat Economic Services – 091- Attached Offices - 091(08) – National e-Governance Action Plan (State Share) 091(08)(01) Puducherry Region)	0.05	-
6.	3451-Secretariat Economic Services – 091- Attached Offices 091(09) – Payment of Current Consumption Charges, Water Consumption Charges, Telephone Charges – 091(09)(01) Puducherry Region	3.50	2.73

MANUAL -12

The Manner of Execution of Subsidy Programme

- Not applicable

MANUAL – 13

Particulars of Recipients of concessions, permits or authorization granted by it

- Not applicable

MANUAL – 14

Norms set by it for the discharge of its functions

- As per norms applicable to Government of Pondicherry

MANUAL – 15

Information available in an electronic form

- Not applicable

MANUAL – 16

Particulars of the facilities available to citizens for obtaining Information

- 16.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

Website of the Public Authority: <https://www.py.gov.in>
<https://dit.py.gov.in>

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Other Useful Information

- Nil.