MINUTES OF THE 7th REVIEW MEETING OF CTMIS HELD UNDER THE CHAIRMANSHIP OF SHRI SHYAM JAGANNATHAN, IAS ON 22nd FEBRUARY, 2019 AT 1:00 PM IN THE CENTRAL TRAINING INSTITUTE OF DIRECTORATE OF ACCOUNTS & TREASURIES, ASSAM

Members present as per the Annexure I

At the outset Director, Accounts & Treasuries, Assam welcomed the Chairman and members and shared the action report of the last meeting held on 19th November, 2018. Chairman directed to have a definite timelines for the activities and indicated for GRAS, CTMIS up gradation and integration a project plan to be submitted to the earliest. System Administrator, DoAT apprised that for integration and up gradation of CTMIS with Finassam, PFMS and other system timelines have already been agreed in a meeting under the Chairmanship of Joint Secretary and Addl. Project Director and asked to complete most of activities by 28/02/2019. Chairman asked to submit a detailed report post 28/02/2019 in this regard. System Administrator has been directed to submit "To Be Report of CTMIS along with integration with other systems with Timelines is to be submitted at the earliest. by the in to discuss the action taken as per last meeting minutes as well as agenda for this meeting. Director, Accounts and Treasuries, Assam (DoAT) apprised the action taken report as per the minutes of the 6th Review meeting and the progress made in each activities as per the agenda.

1. **Service Rule and IT Cadre under the Finance Department:** DoAT resubmitted the draft Service Rules of IT Cadre under the Finance Department in line with the recommendations of 7th Assam Pay and Productivity Pay Commission. Proposed strength of service, pay band with grade pay etc are indicated in the Draft Service Rules. A post pyramid has been prepared and already submitted for necessary action. It is also apprised that the file has been moved by Finance (Establishment B) Department to Finance(Pay Research Unit) Department. **Chairman asked to initiate a U/O Note from his office to expedite the process.**
   Responsible Official:- Commissioner & Secretary, Finance Department

2. **Review of the Treasury Building (Facelifting of two treasuries):** DoAT apprised that a letter to CE, PWD(Building) for interior design elements based on work flow as directed in the last meeting has been issued and being followed up. The CE(PWD) has written to all Executive Engineer, PWD(Building) Division requesting site plan and plan of existing Treasury and Sub Treasury vide their letter no SMC/180/2018/4 dtd 04/02/2019. They would be submitting the same shortly. **Chairman asked to onboard an Architect for the same and to have a Walkthrough Animation of the design elements irrespective of the floor plan. PWD may be asked to submit the same for the Model Treasuries which have been approved in principle. For Directorate of Accounts and Treasuries the PWD empanelled Architect on boarded for refurbishment of Finance Department may be used and it has been informed that already for DoAT refurbishment the same is scoped under Procurement Plan of ASPIRe. Detailed refurbishment plan along with 3D walk through animation may be presented before the Chairman at the earliest. For Comprehensive Facility Management of the Campus along with Canteen and Parking Facilities the same may be given to separate single agency in a Revenue sharing model. Representatives of Commissionerate of Taxes have been asked to expedite the matter.**

   Responsible Official:- Tamojyoti Bose and Gunaram Gogoi

3. **CCTV Installation:** It has been apprised that a ToR has been prepared for PMC by ITPM to execute and monitor the survey, bidding and installation and maintenance of CCTV Installation along with other areas such as Fire Safety, IT Assets, Furniture and Fixtures under refurbishment, Video

Conference and Training Aids etc. The ToR has been discussed with PSS, ASCFMS wherein it has been felt that initially the scope of the Consultants should be limited to DPR Preparation within 6-9 months based on the survey post that based on the approval we may phase the actual refurbishment and on boarding.

Chairman asked IT PM to submit the revised ToR for populating the resources at the earliest. Dispur Treasury Officer mentioned the current status of Dispur Treasury and the problem of water logging. The newly constructed building and shifting of Treasury has been discussed in detail and it is decided to hold a meeting with GAD, Finance(Establishment B) and PWD(Building) to expedite the shifting of the Treasury as per the original plan.

Responsible Official:- Utpal Bhatta and Bitopi Sarma

4. **Solar Power as an alternative in selected Treasuries:** DoAT apprised that the Detailed Project Report (DPR) submitted by AEDA(Assam Energy Development Agency) for 11 locations have been moved by Finance(Establishment B) Department to AS-CFMS for views. **The Chairman noted the same.** ASCFMS to be requested to revert back in one week.

Responsible Official:- Tamojyoti Bose and Gunaram Gogoi

5. **Server Procurement and Network peripherals:** DoAT apprised that the Servers have been installed at both DC and DR. DR installed made up and the data is syncing with the DC. The Antivirus installation plan has been shared by the SI, 12 engineers across the state will install the antivirus. It is expected to complete the activity with March, 2019. The application migration is underway and is expected to be completed by 15th March, 2019. Regarding EMS/NMS first demo has been shown by the SI, it has recommended the OEM may perhaps visit the site and configure the reports as per RFP. The entire activity is expected to be completed by 15th April, 2019.

Network Peripherals bid has been discussed and as the remote routers and switches have mostly been provided by BSNL and few procured through GeM for new treasuries it has been decided to cancel the bid as the bid validity has also expired. The file has been moved for cancellation of bid and subsequently procuring the same through GeM.

Chairman directed to take up the Secondary Connectivity also at the earliest, a drafting committee may be constituted with the member from DoAT, CoT, Excise, ASPIRe and other co-opted members.

Responsible Official:- Tamojyoti Bose, Achyot Gogoi and Ashok Bhattacharjee

6. **Upgradation of CTMIS:** SA, CTMIS, DoAT apprised the following action taken against the agenda raised in last review meeting:
   a. **Documentation**: The templates shared by IT PM has been assessed by the Technical Team of DoAT. The Documentation may perhaps be vetted by IT PM. Training may be imparted in this regard.

   Responsible Official:- Bitopi Sarma and Mousumi Handique

   b. **Others Bill:** DoAT apprised that JS and APD, AS-CFMS has a recent review with the technical team of CTMIS as well as KRAN and insisted that all bill integration should be completed by 28/02/2019.

c. **Security Audit:** Security Audit estimate would be done once the migration of the application in new Application server is completed. Due to migration frequent change in code base has to be made.

Responsible Official:- Utpal Bhatta

d. **eKuber:** eKuber has been upscaled and now being used by all the treasuries for almost all bills and cheques. System Administrator apprised that certain transaction such as Security Deposit, Labour Cess and other transactions are not transferred. In that case SA suggested either the cheque may be converted in to bills where such transaction can be shown as By Transfer or such transaction may be kept out of eKuber for all purpose. **Chairman directed IT PM to study the process along with rules to propose a solution and submit a report.**

Responsible Official:- Ashok Bhattacharjee

e. **Migration to Open source Database:** It has been apprised the challenges of migrating to Open Source Database. It was also apprised that SIO NIC agreed to train the officials of DoAT in case of migration of GRAS database to PostgreSQL in last review meeting of GRAS in the Office Chamber of Commissioner & Secretary, Finance. **Chairman asked the team to consciously look into the matter and take a call.**

f. **Security Framework:** Implementation of Security framework for DC will be part of CDAC activity for which already DoAT has already shared the network equipment available in Data Centre and field along with Network Architecture. CDAC is supposed to submit a DPR which will have a Draft Security Policy, network infrastructure requirement and continuous audit.

Responsible Official:- Achyot Gogoi

g. **Version Control:** Version Control system has been implemented and few of modules have been made available through version control which will allow the technical team to jointly work and share the code base.

Responsible Official:-

7. **Upgradation of Network Connectivity (Primary and Secondary):** DoAT apprised that Primary Connectivity up-gradation is going on as per plan and as on date 18 Sites have been upgraded out of 61 sites and the same is expected to be completed by 15/03/2019. DoAT is also following up for the remaining new locations with BSNL. Secondary Connectivity post approval a committee may be constituted for drafting the bid. **Chairman noted the same and asked to expedite the Secondary Connectivity**

Responsible Official:-Tamojyoti Bose and Achyot Gogoi

8. **NPS Implementation:** Chairman asked Finance (Estt B) may review NPS regularly. The report to be initiated from DoAT and the same may be reviewed by Finance (Estt B) Department regularly.

Responsible Official:- Tamojyoti Bose and Ashok Bhattacharjee

9. **Status of eKuber:** IT PM have been asked to check the exception as raised by SA in case of Cheque payment for Security Deposit, Labour cess etc. IT

PM have been asked to study the same and submit a report to the Chairman at the earliest.

10. **Status of PFMS:** SA, CTMIS apprised that recently Joint Secretary had a review with the CTMIS team along with KRAN and Anupam Medhi, Cash and Debt Management Assistant regarding PFMS wherein it has been instructed to map all the receipt head with expenditure head as well as with PFMS code and the Budget, Allocation and Expenditure be a seamless process. **Chairman noted the same.**

11. **Training Issues:** It has been apprised that an Open Source LMS have been hosted. **Chairman asked to show the demo of all the software in next meeting and discussion should be supported with a presentation.**

12. **Call log issues:** DoAT apprised that calllogs are monitored by DoAT frequently and the resolution of call are ensured in due time, it was further apprised that although DoAT has instructed Treasuries to be cautious before processing the bills. **Chairman noted the same.**

13. **Cyber Treasury/GRAS/EoDB:** DoAT appraised that as per the recent meeting held with NIC and as per the letter received from AMTRON and reply thereon from NIC. It is proposed perhaps a meeting may be organized with AMTRON and NIC in presence of Transport, Excise, Forest and Tax Department to resolve the concerns raised. **Chairman agreed and asked IT PM to draft a U/O note scheduling the meeting.**

14. **Incentives to technical staff:** It was apprised that the same has been considered under the Project Allowances as discussed in the recent HR Committee meeting of ASCFMS.

15. **Ranking of Treasuries:** It has been apprised that the same would feature in the dashboard under development, the team from Social Cops is already present in Guwahati and the same would be presented on 01/03/2019 at 4 PM as desired by the Chairman. The DoAT is in process of taking handover of the same. **Chairman noted the same.**

Responsible Official:- Tamojyoti Bose

16. **Fire Extinguisher in Treasuries:** DoAT apprised that DG, Fire and Emergency Service has been requested to do a survey across the treasuries for the requirement of Fire Safety equipment in Treasuries. **Chairman has reiterated for the PMC to be on-boarded soon.**

17. **Pending Approvals:** DoAT informed that there no such pending approvals and the UPS at new treasuries are under process through GeM. Chairman noted the same.

18. **Review of Central Training Institute Facility:** The review of CTI would be done separately but **Chairman asked to also consider the refurbishment of CTI along with DoAT with proper use of natural lighting.**

Responsible Official:- Joint Director for Modules, IT Infrastructure: G Gogoi and LMS: Achyot Gogoi

19. **Miscellaneous Items:** No agenda was placed under here

20. **DSC Implementation:** DoAT apprised that introduction of DSC as second factor of authentication as well as for signing the Documents as per mandate of CAG towards less paper voucher movement across various offices has been initiated and couple of interactions have been made in this regard. The procurement of DSC may be initiated so that finally the latest technology can be deployed based on the on-boarded technology. **Chairman asked to expedite the matter.**

Responsible Official:-Ashok Bhattacharjee

21. **DBT Portal:** It was apprised that the updated patch for DBT portal has been done in the State DBT Portal, and it is tested. The web services for new version is under testing. **Chairman requested to have a separate review with the PMU on-boarded.**

Responsible Official:- Madhurya Sutradhar

22. **Free and Open Source Software Initiative:** Chairman directed to show demo of all application related agenda from next meeting onward.
The meeting ended with a vote of Thanks from the Chair

<div align="center">

Sd/-

Shyam Jagannathan, IAS

Commissioner& Secretary to the Government of Assam

Finance Department

</div>

Memo No: FEB(eGU)01/2006/Vol-I/19   Dated Dispur the 24th April,2019.

Copy forwarder to:-

1. P.S. To the Additional Chief Secretary to the Government of Assam, Finance Department for kind appraisal of Additional Chief Secretary.
2. P.S. To the Principal Secretary to the Government of Assam, Finance Department for kind appraisal of Principal Secretary.
3. P.S. To the Commissioner& Secretary to the Government of Assam, Finance Department for kind appraisal of Commissioner& Secretary.
4. P.S. To the Commissioner of Taxes, Assam, for kind appraisal of Commissioner of Taxes.
5. Members Present.

<div align="center">

By order etc

Joint Secretary to the Government of Assam

Finance Department

</div>