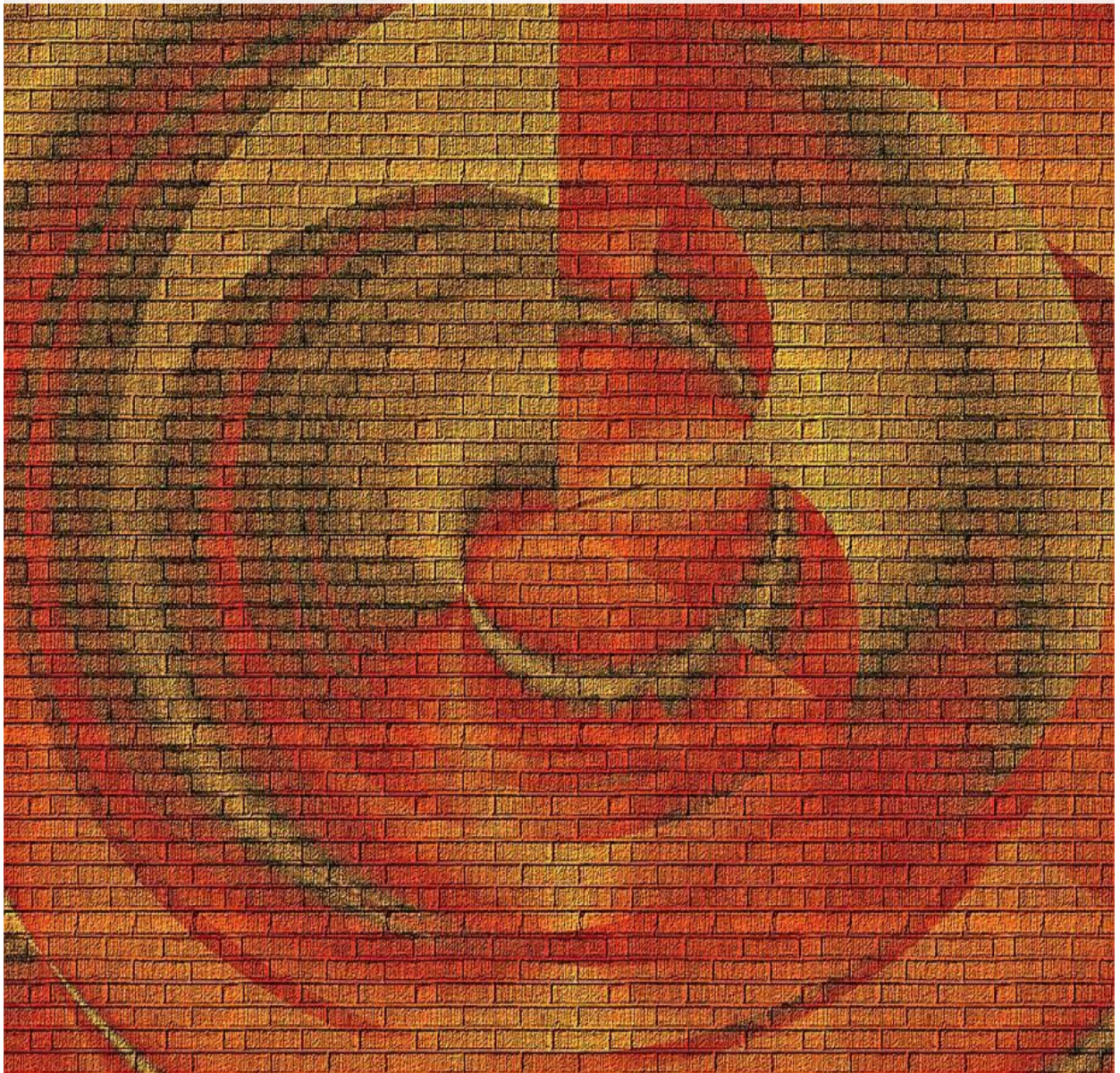


RAJYA SABHA SECRETARIAT

IT PLAN
2016 - 2018



RAJYA SABHA SECRETARIAT
NEW DELHI
May, 2016

A goal without a plan is just a wish.

Antoine de Saint-Exupery
French writer (1900 - 1944)

CONTENTS

CHAPTER 1	INTRODUCTION
CHAPTER 2	OBJECTIVES AND VISION
CHAPTER 3	PRESENT STATUS OF COMPUTERIZATION
CHAPTER 4	HARDWARE MANAGEMENT
CHAPTER 5	SOFTWARE MANAGEMENT
CHAPTER 6	WEB MANAGEMENT
CHAPTER 7	IT FACILITIES FOR MEMBERS
CHAPTER 8	e-TRAINING INITIATIVES/POLICY
CHAPTER 9	OPEN DATA AND DIGITIZATION
CHAPTER 10	INFRASTRUCTURE/HUMAN RESOURCE MANAGEMENT
Annexure I	LIST OF COMPUTER EQUIPMENT BEING USED IN THE SECRETARIAT
Annexure II	PEN DRIVE POLICY
Annexure III	SOFTWARES BEING USED IN THE SECRETARIAT

CHAPTER 1 INTRODUCTION

1.1 Information is an important ingredient of our day to day life. In the present age where everything revolves around information, the computers and communication technologies combined together to form Information Communication Technology (ICT) has been playing an important role in storage and dissemination of Information. The strong need of information is supported by the following uses: -

- (i) Addition to knowledge
- (ii) Decision making aid

1.2 With the advancement of Information Technology in India in early eighties, a need was felt to introduce the automation in the Indian Parliament and as a beginning, computer-based information system called PARLIS (Parliament Library and Information System) was set up in the year 1985 with the help of NIC. Simultaneously, the Rajya Sabha Secretariat also started exploring the use of ICT tools in its functioning. The first step in this direction was taken in the year 1987 by way of online UNIX based system. Office productivity tool comprising a word processor (Lyrix), Spreadsheet, Database Management System (FoxPro) were deployed in the beginning. A Payroll system was developed using FoxBase for preparing the staff salary and training was given to Staff on use of Lyrix Word Processor. Though it was a meek beginning, but it gave the required impetus to the process of computerization. With the advent of modern ICT systems, over the last two decades, the Rajya Sabha Secretariat has taken lead in developing and implementing latest ICT Systems in most of the activities which were being done manually and has become the effective and efficient tool for working from the stage of being used as a mere word processor tool to a decision support system.

1.3 In the present scenario, most of the Sections and Officers of the Rajya Sabha Secretariat are using a number of IT Applications developed specifically after the detailed study of the processes being followed in various Sections of the Rajya Sabha Secretariat. For effective computerization, it is essential that the organization has the

adequate and latest hardware infrastructure which can keep pace with the technological advancement in the globe. This computerization process of Rajya Sabha Secretariat started with the introduction of desktop computers in the year 1998. Then onwards, from time to time, after carefully assessing the requirements of the Sections, new computer hardware has been procured, upgraded or replaced, as per the needs of the users. The Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) has been looking after the hardware requirements of various Sections/Officers of the Secretariat since 2003. Its recommendations are placed before the Secretary-General. All the computers within the Parliament Complex are connected through a Local Area Network (LAN) which is connected to an Optical Fibre backbone providing Internet access through NIC gateway. The LAN is monitored from Rajya Sabha Data Centre housed in Room No.110, Parliament House by NIC Officers. A support team consisting of 10-12 network engineers looks after its upkeep.

1.4 Software development is the most crucial aspect of any progressive computerization process. A Software application is the soul of hardware infrastructure. Without software a computer system is lifeless. Software is the easiest way for users to interact with the hardware of a system. Thus it needs special focus. Software development includes research, new development, prototyping, modification, reuse, re-engineering, maintenance and any other activity that result in and give effect to the satisfying implementation of the activity that is to be computerized.

1.5 In Rajya Sabha Secretariat, majority of the Software development revolves around meeting specific needs of the user Section to aid and bring efficiency in its working or building bridges with other software applications being used so as to be able to generate reports/output that meets the desired aim. Keeping in view the requirements/suggestions/feedbacks from the various user Sections, new software applications are being developed and desired modifications in the existing applications are being planned.

1.6 In the present era of technology, where website acts as an interface between the organization and its stakeholders, Rajya Sabha Secretariat is maintaining four different websites viz.

- (i) <http://rajyasabha.nic.in>
- (ii) <http://rajyasabhahindi.nic.in>
- (iii) <http://rsdebate.nic.in>
- (iv) <http://rsintranet.nic.in>

These websites act as a bridge between the Secretariat and its stakeholders by disseminating the required information/assistance they need.

1.7 In order to provide effective Secretarial support towards the computerization activities, two IT Sections namely IT Section (Hardware) and IT Section (Software) function under a common hierarchy of Officers to synergize their efforts. IT Sections (H&S), since their inception, have always acted to put in place a reliable and dependable system of computerization, in tune with the growing needs of the Members and the Secretariat through customized software applications, appropriate hardware and infrastructure and various ICT tools and solutions. As a result of which, numerous initiatives to bring Members closer to the Secretariat through use of IT or penetration of computer hardware and software have not only rewired and modified the processes of work in the Secretariat but also made the adopted technology and systems critical to the functioning of the Secretariat.

1.8 With the Secretariat adopting new technologies to make its working processes faster, more transparent, efficient and responsive, the relationship between the Secretariat and Members is also changing. With dissemination of computer aided information and services, Members have started realizing the benefits of ICT. Computer and internet have made their Parliamentary work easier and have taken the institution of Parliament closer to the people. Also this technological shift and the progressive process have resulted in Members becoming more demanding towards the use of ICT in the functioning of Parliament.

1.9 It is noteworthy that the process of active interaction between the Secretariat and Members has gathered pace with the Committee on

Provision of Computer Equipment to Members of Rajya Sabha, which guides, processes, aids and implements IT and e-initiatives to bring their benefits to Members of Rajya Sabha and the functioning of the Upper House of our Parliament, taking up Bold new computerization initiatives for Members like customized applications to make available Parliamentary papers through e-reader devices, Members' Login Application to make available documents supplied by the Secretariat to Members and also to allow Members to send their feedbacks, queries etc. through this application, SMS utilities etc.

1.10 IT Section in collaboration with the Training Cell and NIC/NICSI has also been providing training/assistance to the Members and/or their PAs/PSs on deriving benefits from the facilities available through Rajya Sabha Websites, Debates Portal, E-reader Tablet devices, Members' Login Application and other customized applications beneficial to them. IT Section, from time to time, also provides user-specific in-house training to the employees of the Rajya Sabha Secretariat to make them proficient in computer/software/IT applications.

1.11 With the rapid spread of IT and the increasing interconnection and connectivity in the contemporary world, having an IT Plan is no longer a luxury for organizations and indeed, it has become the very necessity for survival. This means that for organizations to harness the power of IT, they need a robust, coherent, and proactive IT Plan. In Rajya Sabha Secretariat, an IT Plan was first formulated and implemented in the year 2007-2009, which was followed by two more IT Plans in the years 2010-2012 and 2013-2015. Most of the activities of those plans were completed well in time with great success. In order to keep pace with the changing ICT and further strengthening the ICT infrastructure in the Rajya Sabha Secretariat, it is necessary to develop IT applications for the various activities. Keeping in view the aforesaid and the present needs of various Sections, Officers and Members, a new IT Plan (2016-2018) has been prepared for Rajya Sabha Secretariat.

CHAPTER 2

OBJECTIVES AND VISION

2.1 To keep pace with the fast growing Information Communication Technology (ICT) and the growing demand of computerization of various activities in the Secretariat, it is imperative that the Secretariat formulates a well-defined IT Plan/Policy for the systematic growth and expansion of the computerization which can meet the challenges of the future. With this prelude, the present IT Plan has been prepared. The basic *objectives* of the IT plan are as follows: -

- (i) to provide adequate ICT infrastructure in the Secretariat;
- (ii) to develop a mechanism for web updation and enhancement of web content;
- (iii) Development of new user-friendly software applications to smoothen the work process of various Sections;
- (iv) Creating E-awareness;
- (v) to use e-Governance tools to upgrade the standard and quality of working environment and also to provide Member oriented, efficient and effective services;
- (vi) to encourage percolation of IT literacy in the Secretariat;
- (vii) to reduce the use of paper in the Rajya Sabha and its Secretariat;
- (viii) to accomplish the goal of 'Digital India'.

2.2 The present IT Plan shall be for a duration of three years (2016-18) and during this period Rajya Sabha Secretariat shall take all necessary steps to create an environment in the Secretariat which facilitates adoption of the IT, resource optimization, rationalization and management of the procedures to bring about transparency in working and enhancing efficiency and productivity of the officials of Secretariat and Members.

CHAPTER 3

PRESENT STATUS OF COMPUTERIZATION

3.1 The efforts towards computerization which have been put in place by the Secretariat are primarily driven by the following aims:

- I. to manage change due to advancing information technology
- II. need to remain connected and relevant, faster transmission of information
- III. Relevance of electronic storage/retrieval
- IV. Prompt and Efficient disposal of work
- V. Maintenance of electronic databases
- VI. Providing greater access to Parliamentary activities to our stakeholders, Members, public and media

3.2 As regards the present state of computerization, broadly the following progress stands covered:

- a) Wired environment---Local Area network
- b) Penetration of computer hardware in all Sections/Services
- c) Customized software applications for majority of items of work
- d) Storage Area Network—20 TB
- e) Four Rajya Sabha websites
- f) Webcasting of Proceedings
- g) Wi-fi enabled areas/rooms
- h) Electronic databases for most of the data
- i) Two Secretariat Sections
- j) Rajya Sabha Data Centre
- k) Computer Centre, NIC
- l) Website Updation unit

Chapter 4

Hardware Procurement

4.1 Adequate and latest hardware infrastructure which can keep pace with the technological advancement in the globe is the need of the hour. Creating hardware infrastructure for aiding computerization activities in Rajya Sabha Secretariat started with the introduction of desktop computers in the year 1998. Since then, time to time, after carefully evaluating the requirements of the Sections where computerization was being undertaken, computer hardware (desktop computers, laptops, printers, UPS, Scanners and Servers) has been procured. Whenever the need was felt, this hardware was either upgraded or replaced with a new one to keep pace with the changing technologies.

4.2 All computer hardware (including LAN items) are procured through NICS, a sister concern of Government organization, National Informatics Centre (NIC). NICS empanels various vendors through open tender process. NICS levy administrative *charges* from the Secretariat on this account. Small computer equipment like pen drives, mouse, keyboard, cables etc. are however, procured through Kendriya Bhandar/AMC vendor.

4.3 The details of the desktop computers which are currently available in the various Sections of the Rajya Sabha Secretariat are placed at ***Annexure I***.

4.4 There are in total 824 desktop computers in the Secretariat. Out of these 69 Core-2 Duo, 138 desktops are Quad Core and 617 desktop computers are i5 series. The requirement of computer equipment, their upgradation / replacement etc. is assessed by a Committee known as Committee of Officers for procurement of computer equipment for Rajya Sabha Secretariat (COOPCE) from time to time.

Obsolescence Declaration

4.5.1 Every equipment has an effective productive life. Thereafter that equipment cannot remain in the system because of the issue of its compatibility with changing technology and thus becomes obsolete in the system. The decision regarding obsolescence of computer equipment is taken from time to time as per the well-defined Obsolescence Declaration Policy of the Secretariat. There is an Obsolescence Declaration Committee (ODC) in the Secretariat which is headed by Additional Secretary/Joint Secretary, in-charge of IT Sections (H&S).

4.5.2 The Committee's mandate *inter-alia* includes:-

- i. declaration of computer equipment as obsolete;
- ii. fixing of depreciated cost of such equipment;
- iii. consideration of requests for old computer equipment by retired officers (from the rank of Deputy Director to Director);
- iv. fixing of depreciated cost of obsolete computer equipment for retired Officers;
- v. making provisions & changes, if any, required in procedure for computerized draw of lots for disposal of obsolete computer equipment; and
- vi. Declaring obsolete irreparable computer equipment as scrap and to suggest ways for its disposal.

4.5.3 The salient features of the **Obsolescence Policy** are as follows:

- (i) The life of computer equipment procured for the Secretariat will normally be six years. As such, all computer equipment procured for use in the Rajya Sabha Secretariat, except servers, software or any item specifically mentioned, which has completed six years of use will be considered by the ODC for declaration as obsolete.
- (ii) While declaring computer equipment obsolete, the ODC will be guided by --
 - a. the date of its procurement,
 - b. the configuration of the equipment, and
 - c. the feasibility of its continued use in the Secretariat.

- (iii) The recommendations made by the Obsolescence Declaration Committee, from time to time, will be implemented only after those have been approved by the Secretary-General, Rajya Sabha.
- (iv) Once computer equipment has been declared obsolete by the ODC as per the Obsolescence Declaration Policy, it can be replaced with the approval of the Secretary-General. There is no need to bring this matter before the Committee of Officers for Procurement of Computer Equipment (COOPCE) as it is merely a formality for COOPCE to approve the request for its replacement.
- (v) Any computer equipment declared obsolete, but in use in the Secretariat, would continue to be so used till it is replaced with new equipment.
- (vi) The obsolete equipment will be offered in the first instance, to the employees of the Rajya Sabha Secretariat at a depreciated cost, and the remaining equipment will be disposed of through an open auction as per the procedure outlined in the General Financial Rules.
- (vii) the terms and conditions of offering the computer equipment to the employees of the Secretariat will be as follows:
 - a) The equipment will be offered on “as is where is” basis.
 - b) The regular employees (up to rank of Director) of the Secretariat are eligible for participating in draw of lots.
 - c) The ballot will be held in respect of names of the applicants and computer will then be allotted to the employees/officers, as per their positions in the ballot and their preferences.
 - d) Only one set of computer equipment (one desktop or laptop computer, one DeskJet or LaserJet printer and one UPS) will be allotted to an employee in a particular offer. However an employee will be considered in the draw of all lots of computer equipment as per the preferences indicated by him/her while submitting his/her request.

- e) The depreciated cost fixed for any equipment would be paid within three days of the notification of the results of the draw of lots.
- f) In case an employee fails to deposit the Bank Draft towards the depreciated cost within the stipulated period, he will forfeit his claim for that equipment and the wait-listed employees will be eligible for that item in the order of their position in the draw of lots.
- g) The equipment once taken by an employee cannot be returned to the Secretariat.

4.5.4 Since its constitution in the year 2007, the ODC has declared the following models of computer items obsolete:

- i. HP Brio (Celeron based computers)
- ii. Compaq/HP Vectra/Wipro (Pentium III based computers)
- iii. IBM Intellistation (Pentium II based computers)/IBM T centre (P-IV)
- iv. Acer v7200/Acerv7500/Acer v7500G (Pentium IV based computers)
- v. HP EVO D 330/D330/HP DX 7200 (Pentium IV based computers)
- vi. HP DX 2280/7380/7400 (Core 2 Duo Based)
- vii. HP670 / 810 / 890 / 895c / 1000 / 1022 / 1100 / 1150 / 1160 / 1200 / 1300 / 1320 / 930 / 948c / 960c /2100TN / 2420DN /2300N / 2200DN /4050N Desk Jet /HP BIJ 1200D/2800/5400D/4268/4368/K550/7838/7108/7000/HP LJ 2015DN/3005DN/5200D/2430/3800/M1005 MFP Business Inkjet / LaserJet printers.
- viii. Six year old scanners & UPSs
- ix. IBM T-42 laptop/HP NX 6320
- x. HTC Touch diamond Handheld Communicator.

4.5.5 The obsolete equipment has been sold through computerized draw of lots to employees of the Secretariat at depreciated cost fixed by the ODC. So far, **220 desktop computers, 90 printers and 18 UPS**, have been sold to employees as per the Obsolescence Declaration Policy of the Secretariat.

PROCUREMENT OF COMPUTER EQUIPMENT

4.6.1 The Committee of Officers for Procurement of Computer Equipment for Rajya Sabha Secretariat (COOPCE) since its constitution for the first time in the year 2003 has been looking after the hardware requirements for various Sections /Officers of the Secretariat. The recommendations of this Committee are placed before the Secretary-General for approval.

4.6.2 The terms of reference of the Committee are as follows:-

- a. To consider the requests of Sections/Officers of the Secretariat for new/additional computer Equipment.
- b. To consider the requests of Sections/Officers of the Secretariat for new/additional LAN connection.
- c. To recommend the specifications/models of the computer equipment to be procured from NICS I for the Secretariat.
- d. To frame policy/guidelines for O.S./Anti-virus/Office working packages etc. to be run/loaded in computer equipment of the Secretariat with a view to bringing uniformity in the matter.

4.6.3 Some of the important recommendations of the Committee (COOPCE) are as under:-

- i. Officers, on their promotion as Deputy Director and above be provided computer equipment on receipt of request from the concerned officer and after obtaining administrative approval of the Secretary-General, without waiting for Committee's recommendations, since approval of Committee in such cases was just a formality;
- ii. Procurement of computers with TFT monitors instead of CRT monitors from the year 2008 onwards;
- iii. Formulation of a Pen Drive policy to cater to the requirements of Sections/Officers of the Secretariat (Annexure II).

4.7 INITIATIVES

- i. **The COOPCE will meet at least twice every year, during inter-session period, to take decisions on requests**

- regarding replacement of old computer equipment and for allocation of new/additional computer equipment.
- ii. The COOPCE will frame policy regarding density of computer equipment in Sections of the Secretariat, particularly in Committee Sections.
 - iii. The COOPCE will decide the specifications/models of the computer equipment to be procured from NICSI while considering/recommending individual requests of Sections/Officers of the Secretariat taking into consideration the rate of the equipment/cartridges(in case of printers).
 - iv. The COOPCE will frame policy for O.S/Anti-virus/Office working packages etc. to be run / loaded in computer equipment of the Secretariat for making uniformity in the matter.
 - v. Efforts would be made to streamline the procedure for procurement of computer hardware from NICSI in stipulated time to avoid delay in the matter by IT Section.
 - vi. Inventory of all hardware computer equipment supplied to each Section/Officer shall be made available on Rajya Sabha Intranet by IT Section.
 - vii. Policy for designating Custodian of computer equipment supplied in Sections/with Officers shall be formulated and implemented.
 - viii. The ODC will meet at least once a year to take decisions regarding continuation / obsolescence of existing computer equipment.
 - ix. The ODC will decide life span of computer equipment for declaring them obsolete keeping in view of the rapid technological advancement, as a need is being felt to reduce time period from existing 6 years to 5 years (obsolescence policy).
 - x. E-waste equipment shall be disposed of as per the Guidelines of Government of India.

CHAPTER 5

SOFTWARE MANAGEMENT

5.1 Software development and management remains the critical parameter to effectively implement any Information Technology Plan and to make tangible progress in computerization processes that an Organization undertakes. Software Management involves not only the activity of computer programming, which is the process of writing and maintaining the source code, but also includes all related activities, from the conception of the desired software to the final manifestation of the software, ideally in a planned and structured process. There are several benefits in having a Software Management Plan, some of which are as follows:

- i. Better understanding of roles and responsibilities in the desired software
- ii. Better continuity if developers/members of the development team change
- iii. Better estimation and planning of effort and resources required
- iv. Reduction of reputational and organizational risk
- v. Facilitates engagement with your user and developer communities
- vi. Makes it easier for others to make use of and reuse your software
- vii. The developed product is more acceptable, visible and has a potentially greater impact
- viii. Higher likelihood that the software meets the needs of the users.

5.2 In Rajya Sabha Secretariat, majority of the Software development revolves around meeting specific needs of the user Section/Service to aid and bring efficiency in its working or building bridges with other software applications being used so as to be able to generate reports/output that meets the desired aim. In order to effectively develop and implement the customized softwares that are developed by NIC in coordination with the User Sections and IT Sections (H&S), a Software

Management Plan, in coordination with NIC needs to be formulated and rigorously implemented.

STATUS & PROPOSED ACTION ON CURRENT SOFTWARE APPLICATIONS

5.3 The software applications can be broadly categorized as those relating to:

- Members
- Functioning of the House
- Sections of the Secretariat
- Websites
- Organization related

5.4 At present 102 **customized software applications** have already been designed, developed, tested and implemented for different Services of the Secretariat as per the work being performed by them. Apart from these, six **software applications** are in various stages of development / under implementation.

5.5 A comprehensive list of software applications presently being used/under development in the Secretariat, with their details of concerned Section, availability link and action underway, is available at ***Annexure III*** for information. Some of applications have been developed decade back while some of them have been developed later as and when need arose. The platforms of these applications are in variance due to changes in technology during their development period. **It would be the endeavour of this IT Plan that all the current applications could be brought on latest platform in a phased manner as most of the applications are interlinked with each other.**

5.6 **An exercise to review each developed application in terms of its platform, compatibility with other applications, coordination between numerous databases and web-enabling shall be undertaken in coordination with NIC. A status paper containing recommendations in respect of each software application, time frame for overhauling etc shall be prepared.**

NEW APPLICATIONS

5.7 While doing groundwork for the IT Plan, an exercise for identifying the computerization needs of each Section, in terms of customized software requirements was undertaken. Suggestions for further computerization in terms of development of new applications, modifications/additions, if any, required in the existing softwares, and training need requirements etc. were invited.

5.8 The feedback received has been used in making plans for new software development or making desired modifications in the currently running applications. On this basis the following software development activities, are being included in this Plan and some of the applications would be used homogenously for all concerned Sections:

(i) Accounts Section (P&AO)

Softwares being used:

COMPACT-2000, DMIS, e-Lekha, e-DDG, New Pension System, Pensioner's MIS, PAO Rajya Sabha

New Requirements/Modifications:

- i. Most of the requirements of the Section are covered by Compact 2000, provided by CGA. However, Statement of monthly expenditure of the Secretariat under various heads sent to CGA shall be made available online.
- ii. Also, P&AO proposes to start e-payment soon, which is a new initiative and part of e-Governance Plan. Support towards its effective implementation shall be provided.

(ii) Audit Section (P&AO)

Softwares being used:

COMPACT Software, DDO Software, TA/DA Information System package for MPs

New Requirements/Modifications:

Action towards implementation of e-payment system is under advanced stage. Support towards its effective implementation shall be provided.

(iii) Committee Section (Subordinate Legislation)

Softwares being used:

DMIS, Committee Section Software and Software for sending e-mails, Notice and SMS to the Members

New Requirements/Modifications:

- i. Modifications in the customized software are required to make it more relevant that serves the requisite purpose of the Committee.
- ii. Also, a software for handling the processing of the Notifications is to be developed for use in the Section as the Section is processing the notifications for laying on the Table of the Rajya Sabha.

(iv) Committee Section (Petitions)

Softwares being used:

DMIS, SMS gateway for sending various information to Members of the Committee, Committee Software

New Requirements/Modifications:

- i. New module in Committee software for uploading information about the study tour details with the following data is to be developed:
 - a) Members attended
 - b) Arrival/Departure of Members
 - c) Place of Study visit
 - d) Duration of study visit
 - e) Place/places of stay during the study visit
 - f) Officials attended.
- ii. Also, a software module for calculating the refreshment Bills which are received by the Section on refreshment served during the meeting is to be developed.

(v) Committee Section (Govt. Assurances)

Softwares being used:

CGA Software and DMIS

New Requirements/Modifications:

CGA Software: Modifications in the software to generate date-wise, year-wise, period-wise (pending since) detailed reports of the pending assurances.

(vi) Committee Section (COPLLOT)

Softwares being used:

Information System for Committee on Paper Laid

New Requirements/Modifications:

Present Software maintains and updates records related to the reports laid on the Table of Rajya Sabha and facilitates easy access to specific information from the data base in connection with yearly laying of Annual Reports and Audited Accounts of different organizations under the administrative control of different Ministries. The following modifications are required

- a) in cases of delay, the software should generate the extent of delay with respect to all the years when the previous reports were laid
- b) the Software should also accommodate information regarding extensions granted to each organisation by the Committee
- c) software should be able to generate the list of defaulting organisations across the Departments/Ministries, in descending order of delays beginning with the longest period of delays with the data being displayed both in respect of a particular department as well as all the Ministries as a whole
- d) option to feed additional data/information in a specific column

(vii) Committee Section (T&T)

Softwares being used:

Report publishing software, Bill/Press Release publishing software, SMS software, DMIS software, Members attendance software, NIC email and Committee software

New Requirements/Modifications:

Software which facilitates the Sections/Branches/Officers to submit their guest/official list to issue casual entry passes for visitors/Committee meetings.

(viii) Committee Section (S&T)

Softwares being used:

SMS Utility, Document Management Information System (DMIS), Adobe Software, Committee Software (Report Publishing Information System), Bill/press Release Information System

New Requirements/Modifications:

- a) The SMS utility software permits the user to forward SMS to the Members for only one meeting. This software has no provision to notify more than one meeting(s) at one time. Such a provision needs to be made in the software to make it more useful particularly when meetings for Demands for Grants are fixed in advance.
- b) Bill/Press Release information system should also display the date of uploading of Press Release.

(ix) Committee Section (H&FW)

Softwares being used:

SMS of meeting information to members of the Committee, Committee reports, Bills referred to the Committee, Press Release, Attendance of members in Committee meetings, Details of Committee meetings and Document Management System (all receipts received by the Secretariat)

New Requirements/Modifications:

- (i) A new software module is required for the study tour details which may include the following data fields:
 - a) Members attended
 - b) Arrival/Departure of Members
 - c) Destination (Places of Study Visit)
 - d) Period (From... To)
 - e) Tour expenditure
 - f) Deduction (Recovery of inadmissible amount in respect of Members, if any)
 - g) Names of Hotels (Stay during the study visit)

- h) Officials attended
- (ii) Also a software module for calculating the refreshment Bills which are received by the Section on refreshment served during the meeting.

(x) Committee Section (MPLADS)

Softwares being used:

MS Office software, Committee Software, DMIS Software (for diarizing of receipts only), SMS Utility Software, Report Publishing Information System (for uploading Committee Reports on Rajya Sabha website), ISM 2000 (for working in Hindi Language), Section's e-mail are being used by the Section.

New Requirements/Modifications:

- (i) A software application may be developed for use of the Committee Sections to maintain online the Committee specific records e.g. constitution/reconstitution of Committees, tour details, tour bills, tour reports, various details in respect of Committee meetings such as Members' attendance, expenditure on refreshment served, agenda items, witnesses during meetings etc. This would facilitate easy and instant access to such records to various officers of the Committee Sections.
- (ii) Applications for tracking movement of files and keeping digital record of dispatches made from the Section are already in place, though not operational in the form of File module, Dispatch module in the DMIS Applications. The same may, accordingly, be operationalised.
- (iii) A sub-link may be provided in the respective Committee's hyperlink on the Rajya Sabha's official website to show agenda for meetings of the Committee and also attendance of the Members during these meetings.
- (iv) In order to reduce wasteful use of paper, initially, application may be developed which would not only facilitate online furnishing/exchange of information among various Sections of the Secretariat and other intra-Secretariat communications but would also keep a record of the same for follow-up actions. Such system of online communication may be further

extended to online processing of receipts/files and online inter-departmental communications and also communication from and to Hon'ble Members of Parliament.

(xi) Committee Co-ordination Section

Softwares being used:

Committee Software and MIS Software

New Requirements/Modifications:

Facility for entering multiple bookings of Committee Room in a single day needs to be incorporated in the Committee Software

(xii) Distribution Branch

Softwares being used:

None

New Requirements/Modifications:

- (i) At present the Section is maintaining large number of registers and peon books for managing the dak delivery system. Which needs to be computerized with the help of appropriate software to reduce delay and manpower and increase efficiency.
- (ii) Also, Members' addresses may be updated on real time basis on the website by making it more informative for the use of the general public.

(xiii) Estt. (A/Cs) & Budget Section

Softwares being used:

Comprehensive DDO Software for Salary & Allowances and Contingent Bills and TA/DA Software.

New Requirements/Modifications:

- (i) Development of a GPF software and implementation of LTC software
- (ii) Feasibility study for developing a software which can update the saving details of the employees and also increase/decrease of GPF subscription in the DDO software once they enter the details in a specific developed programme in the Employees portal.

(xiv) IT Sections (Hardware & Software)

Softwares being used:

Committee Software, DMIS, SMS Gateway

New Requirements/Modifications:

Development of an Inventory Management software for computer hardware in the Secretariat

(xv) Legislative Section

Softwares being used:

Committee Software, Special Mentions, Circular Uploading, PDF/Word Converter, SMS to Members and Reports Uploading

New Requirements/Modifications:

- (i) Modifications are required in Special Mentions Software so that it should accept more than one Ministry and there is provision of uploading scanned copy of replies by ministry of Parliamentary Affairs.
- (ii) Also a separate link is required on the Rajya Sabha Website for “Discussions” with sub links on ‘Resolutions’, ‘Short Duration Discussions’, ‘Calling Attention’ and “Motions (under rule 170)” with search facility on Session-wise/Date-wise, Member, Subject/Ministry, etc.

(xvi) MS&A Branch

Softwares being used:

DDO Package, eMSA integrated Software, DMIS

New Requirements/Modifications:

- (i) The eMSA integrated Software comprises six modules, out of which one Module viz Medical is to be made operational.
- (ii) Also modifications in TA/DA module and Salary module to address issues of Invoices received from Air India, deduction of fixed charges and demitting the same with the NDMS are required.
- (iii) Linking of eMSA Software with the PAO Software used by the PAO is needed, so that on passing/payment by P&AO, the bills concerned are locked simultaneously and information is automatically updated in the public domain and login pages of Members.

(xvii) Notice Office

Softwares being used:

Notice Office Diary Information System

New Requirements/Modifications:

- (i) A software indicating names of sitting Members and all officials related to issue of parking labels is required.
- (ii) Also, provision in the software to edit or delete any inadvertent entry made by the Section is required.
- (iii) Issue of compatibility of the Software with current Operating Systems requires to be resolved.

(xviii) Personnel Section

Softwares being used:

PAMS, Software for uploading Circulars, Notifications, Office Orders

New Requirements/Modifications:

- (i) Modifications required in PAMS software
- (ii) Software for Online filing of APAR
- (iii) Software for submission of Joining Report
- (iv) Software for Online preparation of wages of Casual Labourers

(xix) Questions Branch

Softwares being used:

- a) PQARS (Parliament-Question & Answer Publishing System)
- b) PQPS (Parliament Question Processing System)
- c) RMIS (Rajya Sabha Members Information system)
- d) DMIS (Document Management Information System)
- e) Application for input of starred/Unstarred list of questions.
- f) Application for input of Admitted Questions number.

New Requirements/Modifications:

- (i) Modifications/Upgradation in PQPS (Parliament Question Processing System) as per the requirements of Question Branch.
- (ii) Feasibility of integration of PQPS and PQARS so that data of PQPS can be used in PQARS without manual intervention.

- (iii) Linking of Errata to Starred and Unstarred Questions may be linked to Questions uploading system on the web.

(xv) Recruitment Cell

Softwares being used:

DMIS, Circular publishing, Tender Publishing, uploading of information on web page of Recruitment Cell.

New Requirements/Modifications:

Provision of facility to send bulk SMS to candidates.

(xvi) Sales & Archives Section

Softwares being used:

MS Word, Central diary in Excel, Temporary version of Photoshop and Coral, DMIS, NIC e-mail

New Requirements/Modifications:

- (i) Implementation of software application of Sales and Inventory Management System
- (ii) Software for sale of souvenir items along with pictures/rates to be developed for general awareness by public before they wish to purchase.

(xvii) Stores Section

Softwares being used:

Microsoft Office Word, DMIS,

New Requirements/Modifications:

Implementation of Inventory Management Systems (IMS)

(xviii) Table Office

- a) Softwares being used:
- b) SMS Utility
- c) Circular information system
- d) Bulletin II publishing
- e) Daily Business Publishing
- f) Members Information System
- g) Precedents Search
- h) Precedents Information System

- i) RMIS(used for generation of Coloured Seating arrangement Chart)

New Requirements/Modifications:

- (i) Modifications required in Part II Publishing software to address technical issues arising due to order of uploading of individual paras of Bulletin Part II and consolidated PDF version
- (ii) Modifications required in Members/Ex-Members databases software to facilitate Year wise retirement details, Date of Oath taking details and State wise details

(xix) Training Cell

Softwares being used:

Training Software

New Requirements/Modifications:

The existing Software displays the Training underwent by an individual officer, on typing his/her name/course wise/period wise/designation. Modification to also provide “place specific” Search is needed.

(xx) Digitization and Hindi Website Updation Cell

Softwares being used:

- a) Meta-data Creation Software (Dublin Core)
- b) Meta-data Checking Software (Dublin Core)
- c) Adobe Acrobat Pro DC
- d) ISM V5

New Requirements/Modifications:

- (i) The softwares for creation and checking of meta-data should be made available through Intranet application and its database should be based on server.
- (ii) The functionality of web-based MANTTA software for machine translation should also be made available to this Cell, which is located at PTI Building, so that it’s potential could be further explored in relevant areas. Online official dictionaries and glossaries should also be made available on the Intranet website.

(xxi) Printing Section-I

Softwares being used:

None

New Requirements/Modifications:

Feasibility of development of a web based software for the work which are being handled manually by the Branch at present.

(xxii) Printing Section-II

Softwares being used:

MS Word

New Requirements/Modifications:

- (i) Software for processing of bills of Govt. Press and Private Printers.
- (ii) Software for generation of Requisition numbers for jobs relating to entry of Sessional papers etc.

(xxiii) Rajbhasha Prabhag

Softwares being used:

MS Word, MS Outlook (for email), ISM (for Hindi Typing), Words of the day Info System.

New Requirements/Modifications:

There is requirement of a Diary-dispatch software exclusively for Editorial & Translation Service.

(xxiv) Translation Section-I

Softwares being used:

MANTRA for Translation and vetting.

New Requirements/Modifications:

A Diary and Dispatch Software application and Adobe Acrobat application is required.

(xxv) Translation Section-II

Softwares being used:

None

New Requirements/Modifications:

A Diary and Dispatch Software application is required. Also a software for online receiving and disposing of Starred and Unstarred Question Lists is required to be developed.

(xxvi) Translation (Committee I) Section

Softwares being used:

MS Word, MS Outlook (for email), ISM (for Hindi Typing)

New Requirements/Modifications:

A computerized Diary-dispatch software is required exclusively for Editorial & Translation Service.

(xxvii) Translation (Committee II) Section

Softwares being used:

MS Word, MS Outlook (for email), ISM (for Hindi Typing)

New Requirements/Modifications:

A computerized Diary-dispatch software is required exclusively for Editorial & Translation Service.

(xxviii) Translation (OIH) Section

Softwares being used:

Mantra Software is being used for diarizing ballot

New Requirements/Modifications:

A new software for receiving and disposing of OIH online is required.

(xxix) Library and Reference Unit, Research & Library Section

Softwares being used:

- a) GRU:- Microsoft Word is generally used in this Unit.
- b) PWW:- Members Who's Who (FAQ, MIS (English)
- c) LRU:- In-house software made by NIC for displaying 'List of all books available in Rajya Sabha Secretariat Library' on Intranet.

New Requirements/Modifications:

- (i) GRU:-Officers of this service require to store the final write-ups/speeches/briefs, etc. which can be accessed by only the officers of the service. Thus, new software to enable sharing of articles/write ups/speeches/briefs within the service is

required to serve as a repository of all items of work performed in the General Research Unit, year-wise.

- (ii) PWW:- Modifications in FAQ MIS (English) software required to address the issue of overlapping of entries while updating the Question Answer Part. Also, in modifications needed in Members Who's Who software, so that entries in the category 'Positions Held' should get displayed as they are displayed in the printed publications to make it more readable and user friendly.
- (iii) LRU: Modification of addition of more columns in the 'Books Database' having information regarding 'Accession Number' and 'Issue/Return of books' for internal use of the Library officials. Also, a new software displaying the details of journals subscribed/available in the library is required.

5.9 Besides the above mentioned software activities, the following applications which were proposed in the last IT Plan and are still required to be developed/under development shall also be taken up:

- I. Software application for facilitation work relating to benefits, pension of retiring Members**
- II. Computerized on-line requisition for pass meant for officials/ guest, who visit the Parliament House Annexe form the Ministries and other organization**
- III. Online database of Committee tours, Officers, expenditure etc.**
- IV. Online database of Members and Officials in Indian Parliamentary delegations**
- V. Application to place attendance of the Committee meetings on the website**
- VI. E-Service book application**
- VII. SMS alert application for use of employees**
- VIII. Software application for allotment of residential accommodation and retention of residential accommodation by ex-MPs and guests of MPs.**

COMMERCIAL SOFTWARE APPLICATIONS

5.10 Rajya Sabha Secretariat also makes use of various commercially available softwares available like Microsoft Office Package, Adobe Acrobat Professional, Adobe Reader, Fine Reader Software, Dragon Speech Recognition Software, Corel draw, Photoshop, Adobe Indesign, ISM etc. A thorough review to assess the requirement of such commercial softwares shall be carried out so as to bring all users using a particular commercial product at par in terms of compatibility, training etc.

5.11 IT Section and Parliament Division of NIC would undertake a comprehensive review to ensure that User Manuals and Software coding in respect of each of the software applications developed by NIC for use in the Secretariat are readily available. The User Manuals shall be made available on the Rajya Sabha Intranet site for the help of user Sections.

5.12 The efficacy of the new and existing applications, modifications etc shall be reviewed in consultations with the users and appropriate modifications / add on features, wherever required will be made.

STRATEGY

5.13 It is also understood that for better quality control of the software development process a standard methodology to the process of software development should be applied. This methodology, in maximum cases, shares combination of the following stages of software development:

- Analyzing the requirement
- Coordination of work flow process
- Preparing a Systems requirement Study(SRS) documentation and getting it approved
- Devising a plan or design for the software-based solution
- Implementation (coding) of the software

- Testing the software
- Deployment
- Maintenance and bug fixing

5.14 For each software application that will be developed by NIC, a rigorous mechanism to adhere to the above mentioned methodology and lay adequate stress on proper planning, documentation, coding, development, testing, training and implementation shall be enforced throughout the development cycle, so that a successful, working, bug-free, consistent product evolves that is flexible enough to handle the broad range of dimensions and can be modified when required.

SCHEDULE

5.15 The various enlisted Software development activities in the IT Plan will be developed by NIC as per the following Schedule:

- **Software activities which have rolled over from the previous IT Plan shall be accorded First level of Priority for their development and implementation.**
- **New Software requirements which call for minor modifications and development of new software modules to enhance the already functional softwares shall be accorded Second level of Priority.**
- **New software requirements in which a completely new application is to be developed shall be accorded Third level of Priority. However, for these applications, User interaction and Systems Requirements Study (SRS) shall be initiated along with other software activities which have been accorded First and Second Level of Priority.**
- **A time Schedule for each software activity in the Plan shall be charted in consultation with NIC keeping in view the work involved.**

CHAPTER 6

WEB MANAGEMENT

6.1 With Internet and shift of provision of work processes and services of an Organization to its Web Portals, the management of its delivery services, content and performance is substantially measured by its Websites which have emerged as the vital element of any organization whether it is a commercial organization or government organization to act as an interface between the organization and its stakeholders. With this paradigm shift, it becomes incumbent to retain an Organization's Websites as an asset and design strategies and solutions with careful planning that are appropriate to adequately meet the needs and mandate of that specific Organization. Thus, Web Management, which encompasses the act of correctly and efficiently performing and managing work within an interconnected system (web related elements), assumes a critical part amongst various resources on which an Organization's performance and growth stand.

6.2 An effective and efficient Web management enables any organization to get connected to its stakeholders providing them the information they need through optimized processes for managing and delivering content on the Web, mobile or other media channels with the ability to deliver information directly to users, within context, across multiple and various channels and also create a richer, relevant and satisfying online experience. Web management helps us to:

- Deepen our relationships with users and stakeholders
- Transform our websites or intranet into a rich, engaging, and credible sites with relevant and topical content and functionality
- enable us to identify resources and capture knowledge as it is created so that it is available for reference and reuse in context

6.3 Rajya Sabha Secretariat maintains four different websites to address the needs of various stakeholders and to share more and more information online to bring benefit to Members of Rajya Sabha, general public, media and the employees of the Secretariat.

WEBSITES OF RAJYA SABHA

([HTTP://RAJYASABHA.NIC.IN](http://rajyasabha.nic.in) AND [HTTP://RAJYASABHAHINDI.NIC.IN](http://rajyasabha hindi.nic.in))

6.4.1 The English website of Rajya Sabha has been functional since 2001 and is being actively used by Members of Parliament, other legislatures, media and general public. In the year 2009, this Website was comprehensively re-designed to make it more user friendly and easily navigable in tune with the “Guidelines for Indian Government Websites” and other Website standards. The Hindi Website of Rajya Sabha on the lines of English website was launched in the year 2009 with the objective to make available the information regarding the functioning of Rajya Sabha in the official language of the Nation.

6.4.2 These Websites include a wealth of information on the business listed and transacted in the House, record of Debates held in the House, Parliament Questions and their Answers, status of Legislations, information relating to various Committees of the House, Who’s Who of Members, their addresses and e-mail, Rules of Procedure and Conduct of Business in the Rajya Sabha, and Secretariat related information etc. Most of the information is backed by a number of structured databases and is updated on daily basis. The past data of several years relating to Parliament Questions, Debates, Bills, Committees and other legislative information is also accessible through the website. The websites have more than two Lakh static files.

6.4.3 Rajya Sabha Secretariat had initiated the process of getting Level-1 certification from Standardization, Testing and Quality Certification (STQC) Directorate which is an attached office of the Department of Electronics and Information Technology (DeiTY), Government of India in February, 2010 for the Rajya Sabha Websites. After detailed evaluation, checking of adequacy of website quality manual and demonstration of processes as per the Website Quality certification Scheme followed by a long drawn process of testing and modifications, STQC granted the Website Quality Certificate for quality Level I to Rajya Sabha Website in January, 2014.

6.4.4 Recently in a Study Report named Index of Government Websites, which was funded by Department of Electronics & Information Technology (DeITY) and was prepared by a Project team headed by a Professor from Indian Institute of Technology, Delhi with the objective to carry out a comprehensive review of government websites, their current status etc. , it has been reported that the Rajya Sabha Website has been found to be the best performing Website, not only within Apex Institutions Website Group but also across all the categories of Websites of Government. The website scored high on technical and governance dimensions. The Report had covered a total of 895 Indian Government Websites and the Rajya Sabha Website acquired the topmost position with an overall ranking of 60.31 points out of 100. The points assigned to Rajya Sabha Website on the two broad parametric components, Technical and Governance, were 11.41 (out of 30 points) and 48.89 (out of 70 points). The Report also discussed the strengths of the Rajya Sabha Website and also weaknesses in the Website. Drawing from this assessment, it has been felt that a thorough examination of the weak/vulnerable areas needs to be made to address them.

6.4.5 Both the English and Hindi Websites of Rajya Sabha have been functioning with the collaborative efforts of all Sections and Officers to offer their services. As part of new initiatives towards their enhancement, the following efforts shall be initiated:

- i. examination of the Rajya Sabha websites with NIC on the weak points/areas indicated in the Report on Index of Government Websites**
- ii. independent assessment of Rajya Sabha Websites on various technical and content parameters by Standardisation Testing and Quality Certification (STQC) Directorate which will be asked to submit its recommendations so that the Secretariat and NIC can work together on those fronts to strengthen our Websites**
- iii. taking into account that the Rajya Sabha Websites were designed more than eight years ago and now require a thorough re-designing as per the newer technological web developments, NIC shall be asked to submit a comprehensive proposal towards the redesigning of the Rajya Sabha Website**

mentioning in detail the changes they propose to effect in the Website and the benefits they will bring.

- iv. efforts would be made for making more and more information available in Hindi on website which is presently available in English only for which the team of Officers from Hindi Website Updation Cell and Editorial & Translation Service shall be formed**

DEBATE PORTAL OF RAJYA SABHA ([HTTP://RSDEBATE.NIC.IN](http://rsdebate.nic.in))

6.5.1 Rajya Sabha Debates portal is an online repository of all the Debates of Rajya Sabha containing all the proceedings of the House since its first sitting held on 13th May, 1952. The Portal was launched in the year 2012. The Debate Portal application has been developed using 'DSpace' (An open source software platform to capture, store, index, preserve, and distribute digital works in a variety of formats). It is hosted on a server running under Linux Operating System. Postgre SQL has been used to store the contents as a backend database management system and Apache/Tomcat as web server. Users can browse the Rajya Sabha debates by Question-Answer(Part-I)/Other Debates (Part-II) wise; Debate Title wise; Members Participated wise; Debate Date wise ; Debate subject wise. Users can also perform specific search using 'Advanced search' option on Session number, Debate Date, Debate Type, Debate Title, Members participated, Question type, Question number, debate subjects, Questioner Name, Minister's name, ministry etc. The free text search word gets highlighted in text PDF and users have the option to view either the text data (pdf) or Image (pdf).

6.5.2 The Debates from 1st to 213rd Sessions have been digitized through outsourcing. The Debates from 214th session onwards are being digitized in-house by Digitization Cell of the Editorial and Translation Service and at present digitized debates upto 233rd Session have been made available on the Debate Portal of Rajya Sabha. The Portal saves a lot of human efforts and time in making available the relevant information to the Members on a particular subject from the past debates. It also provides the researchers / scholars quick access to various Questions

asked along with replies thereto, discussions held and Legislation passed, policies of various governments etc.

6.5.3 The mandated purpose of this portal is to make available the previous Sessions digitized debates before the start of the new Session. However, for making available the digitized debates for a particular Session before the start of the next Session, coordination between E&T Service and Printing Branch towards timely receiving of CDs of the debates from Printing Section, resolving of technical issues, adaptability of new systems etc is the basic requirement.

6.5.4 In order to push for timely preparation of Debates, a Project for Online preparation of Debates has been initiated. In this mechanism, Part-II Verbatim Debate prepared by Reporter's Section is sent to the E&T service in word format for making the edited debate of Official Debate-Part-II. Part I of the debate is prepared by E&T Service making use of the electronic version of Parliamentary Questions that are uploaded by the respective Ministries/Departments of Government of India on the Rajya Sabha designated portal. Efforts for preparation of Camera Ready Copy (CRC) of the debate in-house are also underway. However, it has been noted that some issues relating to delay in receipt of Questions, use of fonts etc have hampered the progress of the Project.

6.5.5 Thus, as regards the Debate Portal, the following is proposed:

- (i) a thorough review of the various parameters for undertaking Search, metadata available and their effectiveness for the users in real time basis shall be undertaken with NIC and remedial steps/modifications required shall be duly implemented**
- (ii) the underlying issues regarding the Project on Online Preparation of Debates shall be taken up with Divisional Heads of E&T, Questions and Printing to develop a suitable mechanism for implementation of the Project to make available the digitized floor version of Rajya Sabha Debates for a particular session before the start of the next session.**

INTRANET SITE OF RAJYA SABHA SECRETARIAT ([HTTP://RSINTRANET.NIC.IN](http://rsintranet.nic.in))

6.6.1 The Rajya Sabha Intranet Site has been developed to cater to the needs of the employees of the Rajya Sabha Secretariat. The Site showcases the Rajya Sabha Secretariat organization with details about its working, procedures, officers and employees. This Site has been re-designed and upgraded as Intranet-cum Internet Site which can also be accessed from outside the Parliament Complex. Some of the links which contains general information are open to unrestricted viewing whereas the links containing employee specific information and access to various web based applications can only be accessed by the employees of Rajya Sabha Secretariat using their PAMS username and password.

6.6.2 This Intranet website has an Intranet application link which leads to the web based applications which have been categorized Section-wise. Using these Web based applications, Sections can upload the information on the Rajya Sabha web portal. This Intranet website also publishes all the circulars, Office Orders, notifications, memoranda etc. issued by various sections of the Secretariat, thus saving lot of papers and manpower required for circulating the paper copies to all the Sections/Officers in the Secretariat. Also, all the forms required for leave, advances, loans, leave encashment, medical reimbursement etc. are available Section-wise on the Site. Also a web based Employee Portal (G2E application) has been developed through which, employees of the secretariat can view their personal details, leave account as well as the Salary Slip, Income tax calculation sheet, income statement and GPF Ledger etc. Each user has been given a User Name/Password to access his/her Employee Portal.

6.6.3 A feedback exercise to upgrade the Rajya Sabha Secretariat Intranet site to enable transmission of more and more information to the employees of the Secretariat shall be undertaken. Also Web Page for each Section where information specifically relating to that Section, with the approval of that Section's Division head, can be hosted, for which work relating to template development and software for linking is underway shall be created. For this, NIC shall develop a common template software containing numerous

parameter fields and each Section's data shall be linked. Also a software application to allow each Section to upload its data, securely, having a Username/Password protection, as per its requirements and needs will be developed. Once the linking of data was complete, the templates shall be released for further placing of data by the Sections and the Sections will ensure the updation of the contents of its web page in real time.

UPDATION OF WEBSITES

6.7.1 Real time updation of a website is much more challenging task than creating a new website. The quality of a website is judged by the fact that how promptly and accurately it updates the information. Thus, maintaining the authenticity and timely updating of the data on the website are of paramount importance to an organization which is moving towards placing all the Parliamentary and Secretarial data on its websites. The information on Rajya Sabha websites is uploaded and updated through various databases, which are maintained at the Section level.

6.7.2 For this purpose it is important to (i) delegate responsibility down to the Section level, which are actively involved in the information generation and in the ownership of the data; and (ii) create guidelines/procedures through which the data always remains up to date, reliable and authentic. For this purpose, a detailed Website Quality Manual for Rajya Sabha English and Hindi Websites has been prepared. The Manual delineates various policies like privacy policy, archiving policy, hyper linking policy, security policy, monitoring plan, contingency plan in the event of defacement, natural disasters/calamity and responsibility and authority for updating and maintaining data, etc.

6.7.3 The Sections concerned have been made responsible for updating the information related to their Sections on the website and their concerned Deputy Director/Joint Director have been entrusted with the task of supervising/monitoring/transmission of the information to the NIC or directly on the website through various web enabled database

applications. Also, the heads of different services and concerned Directors/Joint Directors have to coordinate this work.

6.7.4 Besides a Web Supervisor has been designated to monitor the updating of the website on regular basis. He informs the concerned Section, in case any shortcoming is found on the website.

6.7.5 IT Plan, 2013-15 for Rajya Sabha proposed that a Unit be created in IT Sections(H&S) to deal with the crucial issues of proper monitoring, timely updation and regular interaction with all sections of the Secretariat in respect of content of Rajya Sabha websites and to aggressively work towards achieving Standardization, Testing and Quality Certification (STQC) at various levels. It was also envisaged that many items of work like information Dissemination through the Internet Medium, enhancement of the Intranet and Hindi Websites of Rajya Sabha, Public Domain Information under RTI on the web, Publishing of Information on the Website and its Updation, Digitization of Public Domain Information etc, which are getting lagged behind due to manifold activities of IT sections, shall become easily and timely implementable if pursued by the proposed close composite Unit. The operationalisation of this Unit requires augmentation of the staff strength of IT Sections.

6.7.6 It has been noticed that despite many measures in place, issues relating to upkeep, monitoring, policy formulation, timely data updation, taking out redundant data, archiving data and coordination amongst Sections, NIC etc. in respect of four Websites of Rajya Sabha keep on arising from time to time. In order to address these issues efforts towards the following shall be made:

- (i) with the increase in number of websites and content maintained by the Rajya Sabha Secretariat and quantum of information available on these websites, it is needed to augment the monitoring mechanism for updating of information on the websites. To strengthen the monitoring mechanism, website updating Cell need to be made functional with sufficient manpower and also the post of Web Supervisor needs to be institutionalized.**

- (ii) a web content management system (WCMS), which is a software system that provides website authoring, collaboration, and administration tools designed to allow users to create and manage website content with relative ease shall be developed in coordination with NIC.**

CHAPTER 7

IT FACILITIES FOR MEMBERS OF RAJYA SABHA

7.1 The issue of providing computers to the Members of Rajya Sabha, to facilitate their parliamentary work, was first considered by the General Purposes Committee of Rajya Sabha (GPC) at its meeting held on 14 February, 1995. Thereafter, notebook/laptop computers were procured in that very year for supply to Members on a returnable basis. For this purpose, Provision of Computers to Members of Parliament-Rules and Procedures, 1995 were framed. With the supply of notebook computers, requests from Members for other equipment and services started pouring in. In order to have an institutional arrangement for proper consideration of such matters, the GPC at its meeting held on 20 February, 1997 recommended that a Committee consisting of Members be constituted to go into all aspects relating to supply, etc. of computers to Members of Rajya Sabha and authorized the Chairman, Rajya Sabha to nominate such a Committee.

7.2 Accordingly, the Committee on Provision of Computer Equipment to Members of Rajya Sabha was constituted by the Chairman, Rajya Sabha on 18th March, 1997. The Chairman, Rajya Sabha, fills casual vacancies in the Committee. This Committee consists of eight Members, nominated by the Chairman, Rajya Sabha. The Committee has been regularly meeting from time to time to review the progress made towards computerization and guiding towards various IT initiatives in the functioning of Rajya Sabha. The Committee -

- (i) decides parameters with regard to application of information technology in the functioning of Rajya Sabha;
- (ii) decides norms for provision of computer hardware and software to be made available to Members from time to time along with suitable training to enable Members for proficient use of IT tools; and
- (iii) takes steps to ensure increasing use of electronic mode of information dissemination in the Rajya Sabha.

7.3 Secretarial support to the Committee is provided by the IT Sections (Hardware & Software) and Technical support is provided by the National Informatics Centre (NIC) and more specifically by a Standing Technical Advisory Committee (STAC) comprising Officers of the Secretariat and NIC. The Committee decides on the various IT facilities that are extended to Members.

7.4 To make available various tools of information technology to the Members of Rajya Sabha, this Committee revised the 1995 Rules and formulated the “Provision of Computer Equipment (Members and Officers) Rules, 2008” with the approval of the Chairman, Rajya Sabha which came into force on 1st April 2008. These revised Rules have a Scheme of Financial Entitlement using which Members can procure computer equipment of their choice to aid their Parliamentary work.

7.5 As per the Scheme, Members can purchase computer equipment (Desktop and Laptop Computers, E-reader devices, Pen drive, Printer, Scanner, UPS, Handheld Communicator/Computer, Data Internet Cards, MS Office Suite and Language softwares and Speech recognition softwares, Computer Monitor and External Hard Drive) using their financial entitlement. The facilities presently available are as follows:

- (i) The financial entitlement of a Member for purchasing computer equipment and software under the Scheme is as follows:
 - a. Rs.2,00,000/- if elected/nominated to Rajya Sabha for a term of more than three years.
 - b. Rs.1,50,000/- if elected/nominated to Rajya Sabha in bye election on a casual vacancy for a term of three years or less.
 - c. Additional Rs 1,00,000 would be available to a Member after a period of three years of his / her term subject to condition that minimum period of term left is not less than six months.
 - d. Out of the financial entitlement specified above, an amount of Rs. 50,000/- shall be earmarked to purchase of an E-reader device and it is mandatory to purchase one such device by Members using their financial entitlement.

- (ii) It may be noticed that a feature of the Scheme is that out of the requisite financial entitlement, Rs. 50,000/- is meant for facilitating Members to acquire a customized E-reader device, which may reduce their dependency on paper copies of Parliamentary documents. Procurement of one such device by Members is mandatory and the cost towards the device is kept aside from the financial entitlement of each Member. However, out of this amount of Rs. 50,000/- if any amount remains unutilized after the purchase of one E-reader device, that amount can be used by the Members for purchase of any other item(s) permitted under the Scheme. The adequacy of the amounts of financial entitlement is reviewed by the Committee on Provision of Computer Equipment to Members of Rajya Sabha annually and revision, if any, takes effect prospectively.
- (iii) Members can avail of the Scheme by adopting one of the following two procedures:
 - a. By purchasing the computer equipment from a vendor and passing on the proof of payment to the IT Sections (H&S) for reimbursement. On certification by the IT Sections (H&S), the MS&A Section makes the reimbursement to the Member; or
 - b. By bringing a Proforma Invoice from a vendor for the computer equipment to be procured. On certification by the IT Sections (H&S), the MS&A Section makes the payment directly to the vendor.
 - c. The Member is required to make available the proof of purchase, within 30 days from the date of release of payment, to the Secretariat for the purpose of record and audit.
 - d. The computer equipment purchased by a Member under the Scheme remains with him even after he ceases to be a Member. Arrangements for insuring and maintaining of the computer equipment are to be made by the Member himself.
- (iv) E-mail facility is provided to Members by the National Informatics Centre (NIC) free of charge. For availing this facility, a form is required to be filled up by the Member mentioning desired username for the facility.

- (v) Broadband facility of MTNL/BSNL by choosing to forego 10,000 telephone calls out of the 1,50,000/- free calls for each broadband connection has been made available to Members.
- (vi) 3G facility and Blackberry services of MTNL/BSNL through packages customized for them @ Rs. 1500/- per month and @ Rs. 999/- per month respectively, which get adjusted against 1,50,000/- free telephone calls have been provided to Members. Similarly, Members have been provided unlimited 3G service package of MTNL and BSNL to get internet connectivity on their e-Reader Tablet devices (Apple iPad or Samsung Galaxy Tab) @ Rs. 999/- per month, which gets adjusted against the free calls available to Members.

7.6 Lately, the Committee has been concentrating on bringing the benefits of e-Governance initiatives, online training courses, customized apps etc. for Members of Rajya Sabha. To further these, the Committee has been instrumental in the following e-initiatives:

- a) **Development of customized software applications to facilitate easy access to daily Parliamentary Papers to Members through the tablet devices, on Android and iOS Platforms,**
- b) **facility of a Member's Login application, which is a two way communication channel between Members and Rajya Sabha Secretariat for delivering information and documents to Members as well as sending communications by Members. The facility offers Members various functionalities like an Inbox where information/document sent by any Section of the Rajya Sabha Secretariat comes, submission of online requests for Change of address, telephone nos. , writing to Secretary-General etc., messaging with other Members, Pay slip, Payment Details, Parliamentary Bulletins, Verbatim Debates, Sending SMS/Email/Portal Messages , Address and Label Printing, Committee Meeting Schedules etc.**

- c) preparation of two online courses in English and Hindi namely, Digital Literacy (Nine hours) and Basic Computer Concepts (Twenty hours) for the benefit of the Members through National Institute of Electronics and Information Technology (NIELIT),**
- d) facility of Digital Locker System with e-Sign-DSC Service of the Government of India to enable the sharing of e-documents across government agencies via a mechanism to verify the authenticity of the documents online, with these documents being e-signed and eliminating the usage of physical documents.**

7.7 The Committee is in the process of pushing for formulation of a comprehensive policy to bring more and more benefits of Information Technology in the working of Rajya Sabha and its Members. It is looking at various new frontiers like online submission of parliamentary papers, increased digitization of content, development of online resources and training opportunities for Members to make them tech savvy, enhance their outreach and increase their dependence and ability to utilize the new e-initiatives that the Secretariat is evolving for them.

7.8 The above efforts of the Committee shall be duly supported by the IT Sections of the Secretariat and NIC. Also, the Committee shall be kept apprised of the various e-Governance and other Digital initiatives that are being taken by the Government of India through DeITY and other agencies to deliberate and mould the new initiatives to provide their benefits to Members of Rajya Sabha.

CHAPTER 8

E-TRAINING INITIATIVES/POLICY

8.1 Over the years Rajya Sabha Secretariat having taken giant strides in Information Technology and with its immense penetration in the working ethos , has gradually become more reliant on Information Technology (IT) leading to a critical need for providing, upgrading and enhancing IT skills of its users. Also, at various levels, with e-governance initiatives becoming the driving force for organizations, it has become mandatory for decision makers in any organization to keep themselves abreast of the changing technology scenario to derive optimal benefits for their organizations.

8.2 It goes without saying that providing Training and using it to enhance and upgrade skills of employees of an Organization is an essential and necessary activity which provides employees with the key knowledge and skills that they need to perform their job effectively.

8.3 In order to effectively push towards this endeavour it is also important for any organization to know which IT skills the organization requires, which skills existing and new employees have and how to fill the skills gap.

8.4 Also, with newer IT initiatives of the Committee on Provision of Computer Equipment to Members of Rajya Sabha, numerous service delivery mechanisms driven by IT have been implemented for benefit of Members. This has resulted in a need to suitably act to involve Members in IT activities especially being designed for them leading to requirement of customized training programmes for them.

8.5 In order to move ahead in this regard, need for a policy has been felt and the underlying paras try to implement this vision for the benefit of the Secretariat.

IT Training for Members of Rajya Sabha

8.6.1 With the rapid computerization of the Secretariat, development of customized applications designed especially for benefit of Members and numerous initiatives that have been taken or are underway have resulted in a growing need on the part of Members to upgrade their IT skills to derive tangible benefits from the evolving scenario. Moreover, from the angle of the Secretariat, increase in the involvement of Members in IT initiatives shall result in not only making interface between the Secretariat and Members more smooth and mutually beneficial but acceptance of newer information delivery mechanisms shall also lead to efficiency and productivity in the chain of systems which generate/process such information for Members.

8.6.2 In order to achieve this aim and to bring more and more Members (and their PA/PSSs) within the ambit of various IT initiatives being taken by the Secretariat, the following guiding policy shall be followed:

- (i) Efforts shall be made by the Rajya Sabha Secretariat to apprise each Member of the IT facilities that can be availed, customized software applications and other utilities that are available to them and how they can be utilized;
- (ii) Training Programmes for Members and/or their PA/PSSs on deriving benefits from the facilities available through Rajya Sabha Websites, Rajya Sabha Official Debates website, E-reader Tablet devices and other customized applications developed for them shall be suitably designed;
- (iii) Efforts shall be made to set up a permanent facility, to be managed through NIC/NICSI manpower, in the Parliament Complex where Members can freely interact with technical personnel for resolution of their queries, get individualized training as per their needs, become proficient in using Tablet devices, derive benefits out of the Customized applications developed for them etc.
- (iv) Feedback and training requirements of Members shall be placed before the Committee on Provision of Computer Equipment for Members of Rajya Sabha for further directions/initiatives.

- (v) A calendar of IT training activities proposed to be undertaken for Members shall be prepared.

IT Training for employees of Rajya Sabha Secretariat

8.7.1 For in house Training Programmes the following steps will be taken -

- (i) In-house training programmes shall cover all employees of the Secretariat. The programme content, topics, requirements shall be worked out in consultation with NIC for employees/Officers at each level/Services.
- (ii) In designing in-house training programmes, the defining policy shall be to make users proficient in having a minimum level of computer use in a Local Area Network(LAN) environment so that they can work independently through computers and are aware of security threats so as to protect both themselves and the network from unauthorized intrusion or data compromise.
- (iii) Basically the designed programmes shall concentrate on File/ folder basics, using browser and e-mail, keeping antivirus updated, securing one's data from malware, viruses, hoaxes, password protection etc. Programmes concentrating on making optimal use of hardware and resolving minor problems in its use shall also be designed.
- (iv) Programmes to address needs of employees relating specifically to softwares critical for the working of the Secretariat like Microsoft Office, Adobe Reader etc. shall be designed.
- (v) Programmes on Basic hardware training in respect of computer equipment shall be developed.
- (vi) Lectures/Workshops on topical IT issues that impact the working shall be organized.

8.7.2 Training Programmes on customized software applications being used in the Secretariat will be undertaken as under --

- (i) There are two types of customized software applications being used in the Secretariat. The first one are applications which have been designed for use by the entire Secretariat or each

Section/Officer and assume criticality as gaps in its skilled use can affect its effective implementation in the Secretariat. The second are the applications designed to streamline the working of a Section/Branch/Service. Customized programmes for these applications shall be designed in coordination with NIC.

- (ii) There shall be mandatory training for each Section in-charge besides other users on the customized software application that is being used in a Section.
- (iii) Workshops/Trainings shall be organized to make all employees/Officers proficient in skills enabling them to effectively work on customized applications designed to streamline work flow of the Secretariat.

Domestic and Overseas IT Training activities

8.8.1 IT Section (H&S) in coordination with NIC shall undertake an exercise to establish domestic and Overseas IT Training activities that shall provide necessary IT and e-governance training and exposure to employees of the Secretariat. The activities shall include customized training opportunities, participation in Conferences and Seminars, studying successful e-governance models in various organizations etc.

8.8.2 The eligibility of an employee for being considered for a Domestic or an Overseas IT activity shall be as per the guidelines for Overseas and Domestic Training Programmes formulated by Training Cell and circulated in the Secretariat vide Circular No. RS1(1)/2010-Trg. dated 26th August, 2011.

Follow up/Feedback

8.9.1 A feedback/follow up mechanism shall be developed for each training activity to ensure that the benefits of the exercise are not only retained by the employees but also get passed on to other employees and get reflected in the work processes of the Secretariat.

8.9.2 For any Domestic or Overseas training activity, based on the perceived gains to be got through the training activity, each participant

shall be required to submit a report examining the benefits gained in context of their incorporation in the Secretariat.

8.9.3 Efforts shall also be made to involve participants who have been provided the benefit of any training activity in various IT Projects/activities that are undertaken by the Secretariat.

CHAPTER 9

OPEN DATA AND DIGITIZATION

OPEN DATA

9.1 National Data Sharing and Accessibility Policy (NDSAP) has been established by Government of India and it envisages proactive dissemination of Data Collected by all Ministries/ Departments/ Organizations and facilitates the departments to release their datasets in an Open Format, the Data Portal, India <http://data.gov.in> Senior officers from different departments have been nominated as nodal officers for managing and monitoring the release of datasets on data portal. All the organisations of Government have been asked to create NDSAP cell for this purpose. According to the preamble of NDSAP, there has been an increasing demand by the community that data collected with the deployment of public funds should be made more readily available to all, for enabling rational debate, better decision making and use in meeting civil society needs. The objective of this policy is to facilitate access to Government of India owned shareable data (along with its usage information) in machine readable form through a wide area network all over the country in a periodically updatable manner, within the framework of various related policies, acts and rules of Government of India, thereby permitting a wider accessibility and usage by public. The National Data Sharing and Accessibility Policy applies to all data and information created, generated, collected and archived using public funds provided by Government of India directly or through authorized agencies by various Ministries/Departments/Organizations/Agencies and Autonomous bodies.

9.2 The principles on which data sharing and accessibility is based include Openness, Flexibility, Transparency, Quality, Security and Machine-readable. The policy envisages proactive dissemination of data by Government Ministries/Departments/Organizations. As per NDSAP, every Department has to identify datasets by the following categories:

- (i) **Negative List:** The datasets, which are confidential in nature and would compromise to the county's security if made public,

are put into this list. The datasets which contain personal information are also included in this list.

- (ii) **Open List:** This list comprises datasets which don't fall under negative list. These datasets shall be prioritized into high value datasets and non-high values datasets.
- (iii) NDSAP recommends that datasets has to be published in an open format. It should be machine readable. Considering the current analysis of data formats prevalent in Government, it is proposed that data should be published in any of the following formats:
 - CSV (Comma separated values)
 - XLS (Spread sheet - Excel)
 - ODS/OTS (Open Document Formats for Spreadsheets)
 - XML (Extensive Markup Language)
 - RDF (Resources Description Framework)
 - KML (Keyhole Markup Language used for Maps)
 - GML (Geography Markup Language)
 - RSS/ATOM (Fast changing data e.g. hourly/daily)

9.3 In order to implement NDSAP, the Ministries/Departments of Government of India have to undertake the following activities:

- Nominate Chief Data Officer,
- Chief Data Officer to nominate Data Contributors for coordinating from respective Divisions/Units/Projects/Schemes, etc.
- Create Data Contributor's login id. using Chief Data Officer's login account
- Setup NDSAP Cell
- Identify Datasets
- Prepare Negative List
- Publish Datasets on OGD Platform India
- Create Action Plan for regular release of datasets on the data.gov.in
- Monitor and Manage the Open Data Program of the Department

9.4 The main role and responsibilities of a Chief Data Officer are as follows:

- Lead the open data initiative of Department/Organization

- Take initiative to release as many datasets as possible on proactive basis.
- Identify the High Value Datasets and schedule their release on OGD Platform.
- Prepare the Negative List for the Department as per the directions in NDSAP.
- Ensures that the datasets being published, through a workflow process, are in compliance with NDSAP.
- Periodically monitor the release of datasets as per predefined schedule.
- Take relevant action on the feedback/suggestion received from the citizen for the datasets belonging to the Ministry/Department/Organization.
- Ensure the correctness of his contact details on the OGD Platform by sending a mail/ letter to ndsap [at] gov [dot] in, in case of any change.
- Take action on Suggestions on new datasets made by public through the OGD Platform.

9.5 The NDSAP Cell headed by the Chief Data Officer is responsible for the following activities:

- Preparation of Negative List of datasets and communication of the same to DST within Six Months.
- Preparation of a schedule of datasets to be released in next one year.
- Extend Technical Support for Preparation of datasets, conversion of formats etc.
- Monitoring and managing the open data initiative in their respective Ministry/Department and ensuring quality and correctness of the data.
- Working out an open data strategy to promote proactive dissemination of datasets.
- Institutionalizing the creation of datasets as part of routine functioning.

9.6 NDSAP Cell shall be headed by Chief Data Officer, who could be assisted by number of Data Contributors. NDSAP Cell can have

professionals from data analyst, visualization and programming domain. Further, in order to cater to the contribution of the datasets from offices/organization under the Ministries/ Departments, the Chief Data Officer can nominate a number of Data Contributors who would be responsible in contributing the datasets along with their metadata.

9.7 The responsibilities of the Data Contributor are as follows:

- Ensuring quality and correctness of datasets of his/her unit/division.
- Preparing and contributing the metadata in the predefined format for the datasets.
- Ensuring that Datasets are contributed through a web-based Data Management System under <http://data.gov.in>. This simple interface can be accessed after login to the system. Nominated Chief Data Officers can directly login with the OGD Platform using their NIC EMAIL credentials.
- Ensuring that Datasets along with the metadata once contributed by the Data Contributor goes through the predefined workflow to the Chief Data Officer who in turn ensures that it is in compliance with the NDSAP Policy and pushes it to NDSAP PMU for publishing on the OGD Platform.

9.8 The Parliamentary Committee on Provision of Computer Equipment to Members of Rajya Sabha in its meeting held on 22nd July, 2014 had considered the various initiatives that have been taken by Government in e-governance and other ICT activities. The Officers of the Department of Electronics and Information Technology (DeiTY), Ministry of Communications & IT, Government of India had made presentation about the various initiatives taken by Government in e-governance and other ICT activities, which can be useful for Members of Parliament in their parliamentary duties. That Committee was informed that the Government has recently formulated the National Data Sharing and Accessibility Policy (NDSAP) so as to apply to all sharable non-sensitive data available either in digital or analog forms but generated by using public funds by various Ministries/Departments /Subordinate offices/Organizations/ Agencies of Government of India as well as States. The NDSAP policy is designed to promote data sharing and

enable access to Government owned data for national planning, development and awareness and all organisations to appoint Data Controller and create NDSAP cell to achieve the following:

- Opening up of the information out of the Government System
- Making available of the Accurate, Reliable and Unbiased information
- Providing single data OGD Platform for the country for data sharing
- Establishment of a platform to promote innovation in government applications
- Enhancing government Transparency, Accountability and Public Engagement
- Effective utilization of Government data by providing meaningful visual representations
- Enabling development of Innovative Applications around datasets or mash-up from multiple datasets hence giving different perspectives to government data

9.9 The Committee on Provision of Computer Equipment to Members of Rajya Sabha had directed NIC and the Secretariat to take measures to comply with the NDSAP policy. The Committee is also monitoring the progress made by the Secretariat in complying with the NDSAP policy and creation of NDSAP Cell.

9.10 Accordingly, a nodal Officer from Rajya Sabha Secretariat (Director in charge of IT Sections) has been nominated who is to coordinate and facilitate the release of datasets from Rajya Sabha domain which could be of great value to the citizens. This requirement involves building requisite data sets, their checking for release and updation from time to time to keep them relevant. Also a work Study is being undertaken by O&M Section to set up an institutionalized mechanism for looking after the work that has arisen due to implementation of the National Data Sharing and Accessibility Policy (NDSAP) as due to lack of additional manpower required for the operationalisation of the new Unit /Cell, the IT Sections are finding it difficult to pay due attention to the items of work/activities mentioned above with the result that gradually, the

Secretariat is getting lagged behind in providing adequate response to the new initiatives like NDSAP policy.

DIGITIZATION

9.11 Project on digitization of old records of Rajya Sabha Secretariat was conceived in 2011 and a Committee of Officers was set up by the then Secretary- General to examine the issue of Digitization of old records of the Secretariat. The Committee held various meetings and deliberated on the various issues and thereafter O&M Section, which is the nodal Section for the Project, decided to go in for in-house scanning/digitization of all records of the Secretariat by setting up a Digitization Cell, which would operate from O&M Section.

9.12 Accordingly, the work of digitization started with the installation of computers and scanners with combined ADF and flat bed facility. The scanning work is being carried out in O&M Section since 24th January, 2013. However, since the size of the flat bed was not large enough to scan the big registers of Table Office and P&AO, the scanning of big registers and other such records have been kept in abeyance. As regards, safe storage of the digitized records it was decided that the old records be scanned in PDF format and the data be stored in Hard Disk Drives. Also a copy of the digitized records was to be provided to the concerned Section and Sales and Archives Section for safe storage.

9.13 However, the entire matter pertaining to Digitization of old records of the Secretariat, its retrieval, status etc. was considered in the 24th Computerization Coordination Committee (CCC) held in November, 2014. The Committee discussed the project in detail and noted that technical expertise and experience would be required to address issues of safe storage of digitized data through usage of software application, creation of metadata, SAN Storage etc and decided that the scanning/meta Data work for the files be outsourced to a NICSI empanelled vendor. In accordance with the direction of Computerization Coordination Committee (CCC), Secretary General constituted a Committee of Officers headed by Divisional Head in charge of IT Sections, with Director(O&M), Director (Stores), Director(IT) and STD,

NIC being Members with the objective to chalk out the further course of action vis-à-vis Digitization of old records of the Secretariat.

9.14 This Committee has taken cognizance of all the issues in its meetings held from time to time and after noting that there are around a total of 5.5 lakh (approx.) pages of old records of various sizes that are covered under digitization project and out of these around 1.75 lakh pages have been digitized leaving around 3.6 lakh pages of old records of various sizes that needs to be digitized. It has also been noted that the bulk of records to be digitized are from the following sections:

- Personnel Section (1,00,000 pages; records are confidential in nature)
- M.S&A Branch (79,600 pages)
- Estt. (Accounts) & Budget Section (46,000 pages; mostly Registers of big size and the available scanner with the digitization cell cannot scan large pages. Also Large size scanners are very expensive and their utility is limited.)
- Legislative Section (33,000 pages)
- LARRDIS (30,409 pages)
- Committee Section (Commerce) (16,000 pages)

9.15 Taking in view the above, the Committee of Officers has recommended the following course of action to complete the Digitization Project in a specified time schedule:

- (i) the digitization work pertaining to Estt.(Accounts) & Budget Section, Legislative Section, LARRDIS, Committee Section (Commerce) with a total number of approximately 1.25 lakh pages (including registers) may be outsourced to a NICS I empanelled vendor at a site made available by Rajya Sabha Secretariat. The metadata for these scanned documents will be prepared by the hired manpower that shall be provided to NIC;
- (ii) With regard to records of Personnel Section, since their records are confidential in nature, the arrangement will be made to digitize the records in that section only after providing scanner either from the existing inventory or by procuring the same. The Personnel Section will depute its own manpower to scan the

records and appropriate training for these manpower shall be imparted;

- (iii) O&M Section, being the Nodal Section for the Project, will monitor the digitization work so that the same could be completed in time bound manner and the status will be furnished to the Committee of Officers regarding Digitization of old records of Rajya Sabha Secretariat on quarterly basis.
- (iv) NIC shall submit a detailed project report vis-à-vis uploading of the digitized records on intranet and retrieval of the same by the concerned Section(s) along with the manpower requirements etc. for the data that has already been digitized

9.16 The Committee is also working through NIC for development of a software application for the uploading/ retrieval of the digitized records. Also modalities for electronic preparation of metadata sheets, systematic naming of files and preparation of an Excel file containing data about all digitized files of a Section before uploading the digitized data are being prepared to aid in searching/retrieval of the uploaded digitized data using specific keywords.

9.17 IT Sections(H&S) shall be following up with the concerned Sections for operationalisation the work of NDSAP Policy through a institutional mechanism and fulfilling the mandate placed on the Secretariat for faithfully implementing the Open Data initiatives. Also, adequate support to the Committee of Officers shall be provided to execute the Digitization of files Project in a time bound manner and making available the digitized data on the Rajya Sabha Intranet site with search facility to bring its benefit to all respective Sections of the Secretariat.

CHAPTER 10

INFRASTRUCTURE AND HUMAN RESOURCE MANAGEMENT

10.1 In order to effectively achieve the targets/goals set up in this IT Plan (2016-18) successfully, it is extremely important to look into issues of infrastructure and Human Resource requirements to expedite the progress of the computerization in the Secretariat.

DEDICATED SERVER FOR E-MAIL FACILITY

10.2.1 Presently, Members of Rajya Sabha on their request are allotted e-mail addresses on sansad server of NIC, i.e. @sansad.nic.in. This facility has also been extended to the officers of the rank of Deputy Director and above and all sections of the Rajya Sabha Secretariat. Further, there is likelihood of assigning an official e-mail id to each and every employee of the Secretariat to streamline work processes and to enable them to make use of the IT apps and facilities that are being developed for them.

10.2.2 With the growing use of ICT and use of e-mail as effective tool for communication within and outside the organization, it is the need of time that Rajya Sabha Secretariat should have its own e-mail host server with domain name @rajyasabha.in, where e-mail addresses be created for each and every employee of the Secretariat which would be integrated with Employees Portal to create a single point access to information relating to individual. This email of employee would be created at the time of joining the Secretariat and would remain with him even after superannuation so that employee could access relevant information any time.

LAN upgradation, Wi-fi and IP Phone infrastructure in Rajya Sabha Secretariat.

10.3.1 Presently, LAN in Parliament Complex is available for use by all the offices located in the complex and also only one Wan (Wide Area

Network) Gateway at Parliament to NICNET (National Informatics Centre Network) for Internet connectivity. The OFC (Optical Fibre Cable) between the various buildings in the complex is being shared by all the LAN & WAN users of Parliament Complex.

10.3.2 With the improvement of ICT in recent times and also for future growth, the whole LAN is required to be upgraded for enhanced speed and to support new technology pertaining to Audio /Video / Data services like IP phones etc. LAN upgradation will enable smooth implementation of VOIP phones and audio/video across the network.

10.3.3 In order to further this aim, NIC had submitted a proposal for LAN upgradation, secured Wi-Fi deployment and installation of IP Phones. Some of the advantages /salient features of the proposal are:

- High availability and scalability of the network with quality of service for use of audio and video files in LAN and WAN. All Layer 2 switches in wired LAN will be connected on fiber cable with redundancy with each layer 3 switches. The wired network will be hierarchical network.
- the existing active equipments which have not completed their life will be utilized in the upgraded network.
- the existing LAN cabling infrastructure (unstructured) will be replaced with new structured LAN cabling infrastructure.
- the Layer 3 Core Switch as well as all other L2 switches which are in use for last 10 years will be replaced with new switches
- Secured Wireless Fidelity (Wi-Fi) infrastructure will be installed at all the locations identified by Secretariat on a separate physical network.
- IP Phones will be installed for internal communication in Secretariat as no separate LAN node is required for their deployment.
- LAN and WAN upgradation would be done in prescribed time frame with coordination with NIC and other offices located at Parliament complex and the network services would not be shut down while upgrading the network.

10.3.4 This proposal has to be executed jointly by Lok Sabha and Rajya Sabha Secretariats as LAN is common. The proposal has been pending in Lok Sabha Secretariat and no final decision in the matter has been taken. In order to move ahead the following steps shall be taken:

- **Lok Sabha Secretariat and NIC shall be approached to know about the current status of the proposal.**
- **the issue shall be taken up at the level of Divisional Heads looking after IT in both the Secretariats.**
- **Secretary-General shall be apprised of the status and follow up action as per direction of Secretary-General shall be taken.**

CREATION AND OPERATIONALISATION OF WEB UPDATION CELL/NDSAP CELL

10.4.1 A decision had been taken for creation and operationalisation of the Website Updation Cell to deal with the crucial issues of proper monitoring, timely updation and regular interaction with all sections of the Secretariat in respect of content of Websites administered by Rajya Sabha Secretariat. Also, the work relating to National Data Sharing and Accessibility Policy (NDSAP) Cell shall also be handled by Website Updation Unit when its gets operationalised. Work Study for creation of this Unit with adequate manpower is being undertaken by O&M section

10.4.2 The creation of this Unit would require augmentation of the staff strength by AD/EO, one Assistant, two Junior Clerks and two attendants besides hired manpower (Data Entry Operators, Programmers/Assistant Programmers from NICSI) through NICSI for various ICT activities. Efforts to operationalise this Unit under IT Sections (H&S) at the earliest shall be taken up with the Concerned Sections.

ANTI-VIRUS POLICY

10.5.1 With the present usage of ICT tools and comprehensive use of website, present Anti-Virus application need to be reviewed.

Presently, the Secretariat is using antivirus provided by NIC for entire Parliament complex but this antivirus has not proved to be adequate to track virus attack on computers equipment in the Secretariat which has resulted into crashing of hardware often.

10.5.2 Since the Secretariat has been using server of NIC, it would explore the possibility of procuring latest Internet Security Suite which also include Anti Virus in consultation with NIC so that proper procedure could be followed for loading the same in the equipments used in the Secretariat with proper synchronisation with NIC servers.

Conversion of Committee Room 'A' into a training resource/Lab

10.6.1 A decision was taken, with the approval of Secretary-General, to develop Committee Room 'A' as a multi user asset that could be used to fulfil various needs like trainings, lectures, presentations etc. of the Secretariat, with the following facilities:

- projection system through CPWD;
- all-in-one foldable desktop computers on each seat;
- permanent Wi-fi facility;
- LAN nodes on each seat for connectivity.

10.6.2 In pursuance of the decision, GA Section has got a Projection system installed through CPWD. However other activities have been kept in abeyance, as due to extreme space crunch, the room is being used by various Sections/Committees of the Secretariat for its meetings etc. With the construction of the new Parliament House Annexe Extension building and the Committee Branches and additional Committee Rooms being allocated for use of the Secretariat , necessary action to convert Committee Room 'A' in Parliament House Annexe into a multi user asset that could be used to fulfil various needs like trainings, lectures, presentations etc shall be taken. This will also facilitate various e-initiatives that are being taken for Members and employees as per the directions of the Committee on Provision of

Computer Equipment to Members of Rajya Sabha and Computerization Coordination Committee.

Provision of Smart boards/movable projectors/laptop/tablet to IT sections (H&S)

10.7.1 IT Sections (H&S) coordinates with User Sections and NIC in respect of various customized software applications that are got developed through NIC to facilitate work in the Secretariat. This process involves holding demonstrations of the Software applications at various stages, getting feedback of User Sections and concerned Officers and then facilitating roll out of the developed application and holding hands on training Sessions from time to time. Also, IT Sections in close coordination with NIC holds user interactions on various softwares which are under development/require modifications. Meetings held by Officers of IT Sections with NIC, NICS, NIELIT, C-DAC and other vendors, many time involve seeing presentations, live demos etc. Many times, IT Section has held demonstrations on various e-initiatives taken and customized software applications developed for Members, before the Committee on Provision of Computer equipment to Members of Rajya Sabha. Requirements for holding such activities also come from Chairman of the Computer Committee.

10.7.2 Since numerous times, holding of demonstrations, e-learning activities, trainings etc are required to be held in the Sections itself or in Rooms of concerned Officers, all these initiatives/requirements need various computer accessories like Smart boards/movable projectors/laptop/tablets and their non-availability/inadequacy with IT Section creates problems in arranging such demonstrations/training. Action to procure such accessories for use of IT Sections (H&S) to further its e-trainings/e-initiate mandate shall be taken.

ANNEXURE I

LIST OF COMPUTER EQUIPMENT USED IN THE SECRETARIAT

Model of Desktop computer with specifications	Operating System	Hard Drive	RAM	*Year of procurement
HP 7200Dx computers	Windows XP	80 GB	512 MB	2006
HP dx7200 MT	Windows XP	80 GB	512 MB	2006
HP dx2280MT	Windows XP	80 GB	512 MB	2007
**HP dx7380 (with TFT monitor)	Windows XP	80 GB	512 MB	2007
HP dx7380	Windows Vista	150 GB	2 GB	2008
HP dx 7400	Windows Vista	150 GB	2 GB	2008
HP DX 7400	Windows Vista	150 GB	2 GB	2009
HP dx 7900 SFF	Windows Vista	250 GB	4 GB	2009
HP dx 7900 SFF	Windows Vista	250 GB	4 GB	2010
HP dx 8000 Elite SFF	Windows Vista	250 GB	4 GB	2010
Dell Ultra Slim Opti Plex 780	Windows Vista	320 GB	4 GB	2010
Dell (Intel Quad Core) Opti Plex 780	Windows 7 Professional	250 GB	2 GB	2011
Dell (Intel Quad Core) Opti Plex 990	Windows 7 Professional	500 GB	4 GB	2011
Dell (Intel Quad Core) Opti Plex 390	Windows 7 Professional	500 GB	4 GB	2012
Acer Veriton H 61	Windows 7 Professional	500 GB	4 GB	2013
Acer H 81	Windows 7 Professional	500 GB	4 GB	2014

Acer H 81	Windows 7 Professional	500 GB	4 GB	2015
Acer H 81	Window 8	500 GB	4 GB	2015

**** All Desktop Computers procured till 2008 have been declared obsolete and have been phased out.***

***** All desktop models following this model are with TFT monitors.***

PEN DRIVES POLICY

- i. Each Section of the Secretariat shall be provided two Pen Drives of appropriate specification as being purchased by the Secretariat. Keeping in view the functional requirements etc. of the Section(s) additional Pen drives may be issued to Section/Branch like Question Branch etc.,
- ii. Custodian of these Pen drives would be EO/AD in-charge of the concerned Section;
- iii. In respect of Sections where two EOs/ADs are posted, the Controlling Officer of the Section would decide as to which officer(s) would be responsible for the safe custody of the Pen drive;
- iv. Upon transfer of an EO/AD from a Section, there would be a formal handing/taking over of the Pen drive;
- v. Officers of the rank of Deputy Director and Joint Director of LAFEA Service shall be issued one Pen drive each, in their name, for use in Office;
- vi. Officers of the rank of Director shall be issued one Pen drive each, in their name, for use in Office. One Pen drive for use in the Office(PA/PS) of the concerned Director shall also be issued. In case of Directors who are sharing a room and have been provided a common PA/PS, only one Pen drive may be issued to the office of the Directors;
- vii. Officers of the rank of Joint Secretary and above shall be issued two Pen drives, in their name, for use in Office and at residence. One Pen drive for use in the Office of the concerned Joint Secretary by his/her PA/PS shall also be issued;
- viii. Officers of other services of the Secretariat may be issued a Pen drive on case to case basis keeping in view the functional requirements, after approval of Joint Secretary in-charge of IT Section;
- ix. Custodian of the Pen drives issued to the concerned Officer shall be the Officer concerned. In case of pen drive issued to

the Office of the Officer, the custodian shall be the concerned attached PS/PA;

- x. Since Pen drives are now being treated as consumable storage device it may become unusable with normal wear and tear, the users can request for replacement of the Pen drive(s) supplied to them. The fact that Pen drives generally have a warranty for a certain period should act as important parameter to decide about the usability or otherwise of the Pen drive(s). Any request for replacement of the defective/malfunctioning device made within warranty period shall be undertaken. However, in case of requests, received after elapse of warranty period, the same shall be considered subject to issuance of un-usability certificate by NIC/AMC vendor;
- xi. In any case of loss/theft of the Pen drive, the recovery of the cost of the Pen drive(s) shall be made from the salary of the concerned custodian Officer to whom it has been issued. The amount of recovery would be calculated @ 30% per annum on written down value of the book value of the Pen drive; and
- xii. The faulty Pen drives that are found to be irreparable would be treated as e-waste.

Annexure III

LIST OF SOFTWARE APPLICATIONS

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
1	Commis Application	A SMS sending utility used by committee branches to send sms of meeting information or general information to members of respective committee. Also application have some facility to maintain information about committee (chairmen photo, contact us, more info) on the web site.	All Committee Sections and committee co-ordination section	http://164.100.47.5/commis/	This application is being Converted in .Net and combined into one Integrated application Covering all the features
2	Nomination Info System (nomination)	Application is used to maintain data of those members of Parliament, Rajya Sabha who have been nominated / elected to various government bodies/organizations.	Committee Coordinati on Section	http://164.100.47.7/nomination/login.aspx	
3	CGA Info System. (CGA)	It is used by Committee on Government Assurance Section to maintain the information related to Government Assurances given by the government. It is used to send reminders to the various ministries about the fulfilment of government assurances.	Committee III (CGA)	http://164.100.47.7/cga/	Changes have been done as per section's requirement
4	Paper Laid Info System	This Application is used to manage and monitor the various papers/reports laid	Committee on Paper Laid	http://10.21.217.135/paperlaid/index.asp	This application has been

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		by the various Ministries/Departments/Organizations. The Application generates various kinds of reports for the use of the COPLOT section.			Converted in .Net covering all the features
5	Subordinate legislative info. System	Application is used to maintain and monitor ministry/department wise subordinate legislation under each act.	Committee Section - I	http://164.100.47.7/sublegis/	
6	Report publishing Info. System./ Bills /Press Release/ Comm. Meeting Attendance Info System	It is used by all committee sections to publish the following:- 1. Committee reports 2. Bills referred to the committee 3. Press Releases 4. Attendance of Members in committee meetings	Committee Sections	http://164.100.47.5/newcommittee/loginform.aspx	Changes have been done as per section's requirement
7	Committee Meetings and Tour MIS	It is a client application, used to maintain information about various committees of Rajya Sabha and Lok Sabha, their Membership, committee meeting details, committee tour details and room booking status. The information is published on the web site of Rajya Sabha.	All Committees	Client app	This application is being converted into web application.
8	RMIS	It is a dashboard client application for the use of Hon'ble chairman, Rajya Sabha, Table Office,	Chairman Office/ Question Brach/Tabl	Client app	Changes have been done as per section's

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		Question Branch of Rajya Sabha Secretariat. This application displays a visual seating arrangement of Members of Rajya Sabha and it is also used to print the seating chart of Rajya Sabha. This application is also used to view various information relating to Members	Table Office		requirement
9	Table Office MIS	To Maintain the basic information about the Members of Rajya Sabha.	Table Office	http://10.21.217.33/tomisnew/login/login.aspx	Changes have been done as per section's requirement
10	Bulletin Part-II Publishing(English)	This application is used to publish Bulletin Part-II (ENGLISH) by the Table Office, Rajya Sabha Secretariat in pdf format	Table Office	http://164.100.47.5/bulletinpart2/login.aspx	
11	Daily business Publishing (new lob)	This application is used for publishing list of business and paper laid on the table and Bulletin Part-1 by the Table Office.	Table Office	http://164.100.47.5/newlob/main.aspx	
12	Precedents Search	Precedence search on subject is available on the precedence database.	Table Office	http://164.100.47.5/precedentsw/login.asp	
13	Precedent Info System(Precedent)	This application is used by the Table Office for the managing the various precedence of the Rajya Sabha	Table Office	http://10.21.217.2:8080/precedent/login.asp	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
14	Bills Info. System (BIOS)	It is used by Bill Office, Rajya Sabha and Legislative Branch I & II of Lok Sabha Secretariat to maintain the records of govt. and private member's bills.	Bill Office	http://164.100.47.4/Bios/	
15	Legislative Information Publishing	It is used to upload the Session-wise statement of Bills passed by the Houses of Parliament.	Bill Office	http://164.100.47.5/lb/loginform.aspx	
16	Council-- Council of Ministers info system	To maintain the Council of Ministers-it generates list rank wise, alphabetical wise and ministry wise.	Legislative Section	http://164.100.47.5/council	
17	Special Mention Information System	It is used to publish the special mention made by the member of parliament.	Legislative Section	http://164.100.47.5/specialmention/login.aspx	
18	Journals Publishing	It is used to publish session wise journals of Rajya Sabha by the Lobby Office, Rajya Sabha Secretariat.	Lobby Office	http://164.100.47.5/newrs_journals/login.aspx	
19	Member's Attendance System	This application is used to maintain record of attendance of each member of Rajya Sabha in each sitting of House during the session period. This information is published on the web site of Rajya Sabha.	Lobby Office	http://164.100.47.4/members_attendance/loginform.aspx	Changes have been done as per section's requirement
20	Notice (Dairy s/w)	This application is used for diarizing various type of notices such as Special mentions, HAD, zero hour, SDD, CAN, Questions etc.	Notice Office	VB Software	Application has been Converted in .Net

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
21	On Line Titling System	This application developed by CDAC, for making online titling on the Rajya Sabha Proceedings TV broadcast	Notice Office		
22	Employee portal	Employee portal is being used by Rajya Sabha Secretariat employees. They can see their pay slips, income tax statements, GPF ledger. Also from this employees can fill TA/DA form etc. This portal displays employee's personal / official and family detail also.	All employees of the Secretariat	http://10.21.217.161/employee/	New tiles GUI has been developed. Additional information is also being displayed in portal.
23	DMIS	It is a Document management System. This application is being used by the various section of the Rajya Sabha Secretariat to monitor the receipts/files and their movement	All Section	http://164.100.47.7/dmis/	
24	Events management System	It is being used to upload events to be held by the various sections/branches of the Rajya Sabha Secretariat on the Rajya Sabha web site.	All Section	164.100.47.5/rs events	
25	WEBSMS	WEBSMS is a generalized utility for sending SMS from computer to mobile using SMS Gateway of NIC. The application has the feature creating contact list and various	All Section	https://websms.nic.in	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		groups in his login account.			
26	Circular/ Office Orders Info System (intrars /circular)	Application is used to upload circulars and notices on the intranet web page of Rajya Sabha Secretariat.	All Sections	http://164.100.47.5/intrars/login.aspx	New tiles GUI is developed. Additional information is also being display in portal
27	section login	Section login is used to manage & monitor the online request sent by member (using member login). Section can send replies online to the members which are published on member's login portal.	All Sections	http://164.100.47.234/memberrrequest/login.aspx	Demonstration of application was done with all sections and Feedbacks is being implemented.
28	Tender MIS	It is being used to upload tenders by the various sections/branches of the Rajya Sabha Secretariat on the Rajya Sabha website.	All Sections	http://164.100.47.5/rstenders/login.aspx	
29	Deputy Chairman Info System	It is used by the Office of Hon'ble Deputy Chairman for updating the information about present Deputy Chairman on its web page on Rajya Sabha website	Deputy Chairman	http://164.100.47.7/deputychairman/Login.aspx	
30	Delegation Abroad Info. System	It is used to enter & manage the info. about the officers deputed as	Conference and Protocol	164.100.47.7/trng_new_deputation	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		part of Indian Parliamentary Delegations to foreign countries.	Section		
31	MP's Delivery Addresses	To Maintain the Delivery addresses for the delivery of parliamentary papers to Members of Rajya Sabha.	D branch	http://10.21.217.33/tomisnew/login/login.aspx	
32	Debate Digitization Meta Data Preparation System	This is a client application, used to prepare the meta data for the part I and Part II official debates of Rajya Sabha in the D-Space Digital Repository.	Debate Digitization Cell , E & T		
33	Members Who's Who(Hindi)	To Maintain the Bio Profile (in Hindi) of the Members of Rajya Sabha.	E & T	http://10.21.217.33/tomisnew/login/login.aspx	
34	Bulletin Part-II Publishing (Hindi)	This application is used to publish Bulletin Part-II (HINDI) by the Translation Section of Rajya Sabha Secretariat in pdf and word format.	E & T	http://164.100.47.5/bulletinpart2/login.aspx	
35	Rajya Sabha Debate Portal	This web portal displays the Rajya Sabha debate (Part I& Part II) in the searchable format.	E & T	http://rsdebate.nic.in/	
36	Debate Index Preparation System	This is a client application, used to prepare the English and Hindi version of the Index of the printed debates.	E & T	Client Application	
37	Daily Paper Publishing(Hindi lob)	This application is used for publishing list of business and paper laid on the table and Bulletin Part-1by the Translation Section	E & T	http://164.100.47.5/hindilob/main.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
38	Daily Hindi ballot list	This application is used to publish the ballot list of questions on daily basis during the session period.	E & T	http://164.100.47.5/hindi_daily_ballot_list/LOGIN.aspx	
39	Official Debate Hindi	This application is used to publish Hindi version of the official debates by the Translation Section.	E & T	http://164.100.47.5/official_debate_hindi/login.aspx	
40	Search Parliamentary Bulletin Part-I (Hindi)	This application is used to publish bulletin part II in searchable format.	E & T	http://164.100.24.167/hindiBulletins1/SearchBulletin1.aspx	
41	Official Debate Preparation System	It is used by editing Section for preparation of official debate Part I & II of Rajya Sabha.	Editing (English)	http://164.100.47.5/verbatim/Login.aspx	
42	Words of the day Info System	Rajbhasha Prabhag Section uses this application to update English words along with their Hindi meanings, and these words are then displayed on intranet website or Rajya Sabha Secretariat.	Rajbhasha Prabhag	http://164.100.47.5/rajbhasha/	
43	Org Chart (English)	This application maintains the Organization Setup of Rajya Sabha Secretariat	Personnel & Administration Section	http://164.100.47.4/rssorgchart/login.aspx	
44	Org Chart (Hindi)	This application maintains the Organization Setup of Rajya Sabha Secretariat	Personnel & Administration Section	http://164.100.47.4/hrssorgchart/login.aspx	
45	PAO 2000 (compact)	This application is used to process the various payments and keep audit on the accounts by the Pay & Account Office.	PAO Accounts /PAO Audit	Client Application	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
46	PAO Info System (MP TA/DA salary)	Using this application, information are sent to Member of Parliament about their TA/DA and salary payments. Members of parliament can view the payments made by the Rajya Sabha Secretariat through the member's login page.	PAO Section	http://164.100.47.7/mptadasalary/login.aspx	
47	COMDDO	This application is used to prepare the salary bills and other bills relating to the employees of the Rajya Sabha Secretariat.	Estt. (Accounts) & Budget Section PAO MSA	Client Application	
48	Sanction orders (PAMS)		Estt.(General) and Personal Section	http://164.100.47.7/pamsnew/	
49	PAMS	Application is being used to maintain Rajya Sabha secretariat employees records by the Personal section, Estt. (G) Section, training unit.	Estt.(General) and Personal Section and Training Cell	http://164.100.47.7/pamsnew/	
50	RS Calendar App.	It shows the information about gazetted, parliamentary & restricted holidays. User can either move the mouse on the particular date to view a holiday or click on a separate link to see the list of holidays of particular	GA Section	http://164.100.47.5/cal/intranet_calendar.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		month.			
51	Telephone Directory Info System	It is used to maintain telephone details of employees of Rajya Sabha Secretariat.	GA' Section	http://164.100.47.5/telephone/Login.asp	
52	Rajya Sabha Web Site (eng)	It is a public portal of Rajya Sabha in English.	IT Section	http://rajyasabha.nic.in/	
53	Rajya Sabha Web Site (HINDI)	It is a public portal of Rajya Sabha in Hindi.	IT Section	http://rajyasabha.hindi.nic.in	
54	Rajya Sabha Secretariat Intranet	Intranet is new web portal for the use of Rajya Sabha secretariat employees & sections.	IT Section	rsintranet.nic.in	Changes have been done as per section's requirement
55	Computer Inventory & Complaints CMIS	This application is developed for IT Section to manage Inventory of ICT Equipments given to Hon'ble members of parliament, Rajya Sabha.	IT Section	http://135/cims/master/login.aspx	
56	Members Who's Who(eng)	To Maintain the Bio Profile (in English) of the Members of Rajya Sabha.	LARRDIS	http://10.21.217.33/tomisnew/login/login.aspx	
57	FAQs- MIS (ENGLISH & HINDI)	Frequently asked questions are listed with answers commonly asked in some context and pertaining to a particular topic. These questions answers give an overview about the parliament, rules and procedures of Rajya	LAARDIS, HINDI Web Updation, E & T	http://164.100.47.7/faq/login.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		Sabha and the officers and members of Rajya Sabha. This application allows maintaining the FAQ's database.			
58	Press & Media Info System	It is used to maintain the data relating to the various media organizations and press correspondents to whom the passes are issued by the Rajya Sabha Secretariat	Media, Education & Audio-Visual Unit	http://164.100.47.7/media/	
59	Member login	Member's login is used by member of parliament (Rajya Sabha). This application has various facilities such as viewing pay slips, payment details of TA/DA/Salary, Sending SMS and E-mails to any other member and also can write letter to SG. Members can send online request to table office /D Branch to change in address, Telephone number etc.	Members of Rajya Sabha	http://164.100.47.234/memberlogin/	Various new features have been implemented in Member Login application.
60	e-File	This application has been developed for MA section for sending the electronic file for the approval of the house committee chairman.	Members' Amenities Section	164.100.47.7/efile	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
61	Telephone Directory Allied services	It is used to maintain telephone details of allied services working in Rajya Sabha Secretariat.	Members' Amenities Section	http://164.100.47.7/allied_service/Login.aspx	
62	Ex-MPs Addresses	This application is used to maintain the address details of the Ex-Mps of Rajya Sabha	MSA	http://10.21.217.33/tomisnew/login/login.aspx	
63	Budget & Control	This application stores the information about the expenditure, balance amount in different heads in the financial year.	MSA	http://10.21.217.161/budget_control/	Changes have been done as per section's requirement
64	Feedback Publishing System	User feedbacks from rajyasabha.nic.in are being handled by this application.	All visitors to Rajya Sabha website	http://164.100.47.4/newsfeedback/login.aspx	
65	MP Contact Detail Service(pull service)	This service is used to access contact information of any MP using sms pull service. Format is :-[MPRS <mpname>] and send to 9212357123	Public	http://10.21.217.2/commis	
66	Parliament - Question Answer Publishing Info. System (PQARS)	It is a web based portal for publishing the Questions and their answers by the concerned Ministries/Departments of the govt. of India.	Question Branch	https://164.100.47.234/question/login.aspx https://pqars.nic.in	Changes have been done related with SNQs
67	Question list Publishing System (daily questions)	It is used to publish the starred and un-starred Question list in pdf format. It is also used to publish Question Chart and Calendar.	Question Branch	http://164.100.47.5/dailyquestions/login.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
68	Ministry wise Subjects Publishing	It is used to publish the ministry wise subjects to be dealt for Parliament Questions and other matters relating to Parliament.	Question Branch	http://164.100.47.5/minsearch/	
69	Questions Processing	It is used to Diary the Parliament Questions Notices given by the members of Rajya Sabha before ballot list generation, automatic ballot and its publishing on the web site of Rajya Sabha.	Question Branch	http://10.21.217.134/questions/	Replaced with new application in .NET
70	Recruitment Info System. (Recruitment)	This is used to publish the new recruitment notices, results and previous year's papers on the web site of Rajya Sabha.	Recruitment Cell	http://164.100.47.7/recruit/rcell/login_form.aspx	
71	Verbatim Proceeding Publishing (debate new)	Application is being used to upload hourly uncorrected daily debates of Rajya Sabha on the website during session period.	Reporter Branch	http://164.100.47.5/debatenew/	
72	PRISM	This is a client application used to prepare the verbatim proceedings of the Rajya Sabha in Hindi and English as per the turn of the reporters. The application merges the different turns and prepares the day's proceeding. The application has the feature of electronically	Reporter's Branch	Client Application	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		transferring files to other reporters or to the JS (Reporting).			
73	RTI App. Mgmt. System (RTI)	It is used for new entry, editing, report generation and searches the status of RTI applications. Searching can be done on the basis of name, status of application, date of application, file no. and type. Different report like total pendency, all receipt, disposal statistics etc can be generated.	RTI	http://164.100.47.7/rti/	Changes have been done as per section's requirement
74	Talk time mgmt.	This software is used during session time to manage & record the party time and the timing of speakers participated in any discussion	Lobby Office		
75	Synopsis Publishing System	This Application is used to publish English and Hindi Synopsis.	Synopsis Section	http://164.100.47.5/synopsis/login.aspx	
76	Synopsis Index Preparation System	This application is used to prepare the printed index of the synopsis for each session-subject wise both for English & Hindi version.	Synopsis Section	http://164.100.47.7/synopsis/	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
77	Training Info System	This application is used to publish and manage the different types of training like in-house, foreign & training outside parliament complex.	Training Unit	http://164.100.47.7/training_app/	
78	employee recreation club	It is a web portal used by club members where they can upload information about their tour/trip/medical help / humour / lost & found ...etc. Club members have their secure login password. This web page also displays information about club member's birthday and club related notices/circulars.	RSSERC All employees of the Secretariat	http://10.21.217.2/rsserc/main.aspx	
79	RSSFEED (English)	This provides English Feeds on Latest LOB, Starred and un-starred Questions, paper laid, committee meetings, verbatim debates, daily synopsis, Bulletin Part I & II, members Birthday and list of Members of Rajya Sabha.	NIC	http://164.100.47.5/RSSFEED/rss.aspx	
80	RSSFEED (HINDI)	This provides Hindi Feeds on Latest LOB, Starred and un-starred Questions, paper laid, committee meetings, verbatim debates, daily synopsis, Bulletin Part I,II ,members Birthday and list of Members of Rajya Sabha	NIC	http://164.100.47.5/RssHindiFeed/rss.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
81	RS Business Application for Android	This application provide GUI for Latest LOB, Starred and un-starred Questions, papers laid, committee meetings, verbatim debates, daily synopsis, Bulletin Part I,II ,members Birthday and list of Members of Rajya Sabha	NIC	http://164.100.47.234/rsbusiness/	
82	Feedback Publishing System (Hindi)	User feedbacks from rajyasabha hindi.nic.in are being handled by this application.	NIC	http://164.100.47.4/newsfeedback/login.aspx	
83	RSSFEED for mobile app.	This application is under development application will be used to provide contact information of members to users who use mobile application.	NIC	http://164.100.47.5/contactsearch/rss.aspx	Application development completed and is to be implemented.
84	Picture Gallery	This application is used to publish the photographs relating to various events of Rajya Sabha.	NIC	http://10.21.217.2/pic	
85	Digital Audio Recording	This application creates breakup files of five minutes duration and full recording of live Rajya Sabha parliamentary session, which is used by Rajya Sabha reporters	NIC Reporters Section	http://10.21.217.35/rajasabha & http://10.21.217.36/rajasabha	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
86	MSA Integrated S/w	MSA integrated software is being used by MSA branch through a single web based application. It maintain records of various bills and payments to MPs / Pas and also being used to control budget of MSA Branch. Modules in the software are:-NDMC, MTNL, Salary, Pension, Medical Reimbursement and TA / DA	MSA Branch	http://10.21.217.41/msa/login.aspx	All the modules have been implemented
87	Online LTC Bill management System	Online LTC Bill management system will be used by Rajya Sabha Secretariat employee for online submission of their LTC form, advance form and submission of final bill. The administrator has right to make changes in the bill submitted by the employee.	Estt. (Accounts) & Budget Section	Under Development	Shall be completed by February, 2016.
88	Web Based Application for RSSCTC Society	This software is being implemented for use by RSSCTC Society. Users (members of RSSCTC Society) can view their society a/c details (like CD, SM, FD, Loan and other transactions). Administrator will handle the monthly demand, bank fund, and bank transactions.	RSSCTC society	http://10.21.217.2/rssociety/	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
89	Web based Store Inventory MIS	This software is being implemented for use by Store section and all the other sections/officers of Rajya Sabha Secretariat to request inventory online. The application has all the features such as Item Procurement, Item Issue, Inventory Status, Item wise Ledger, Accounting etc.	Store Section	10.21.217.41/st oreinventory/	
90	Web based MIS for Sales & Archives	This software is being implemented for use by Sales & Archive Section to maintain their inventory of various items in the central store as well as inventory of items at various sales counters. It will also facilitate sale of items and shall maintain the sale records online.	Sale & Archive Section	http://10.21.217 .43/sims/	
91	FAQs- CMS (hindi)	This has been developed for providing FAQs on Rajya Sabha Hindi site	E & T Hindi web updation,	http://164.100.4 7.7/faq/login.as px	Developed and is to be implemented.
92	Library Catalog	This is a new application, being used to maintain books details available in RS secretariat library	Lardis	http://10.21.217 .161/Library_bo oks_catalog/log in.aspx	
93	Study reports publishing system	This is a new application developed for use by all ministries to upload their study reports	Ministries	http://10.21.217 .2/studyreport/	
94	Computer Inventory MIS	This is a new application being developed for IT section for maintaining the	IT section	-	Shall be completed by February,

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		details of computer inventory starting from PI,PO, work order, delivery Chelan, installation, amc etc.			2016.
95	Intranet Web pages section wise	This application is being developed to provide documents publishing and information dissemination platform to all the sections of RS secretariat	All sections	-	Shall be completed by March, 2016.
96	Notices diaries MIS	This is a new application developed in .Net for use by Notice section for dairying the different notices received and reports based on different parameter's are generated.	Notice section	http://10.21.217.2/noticeoffice	
97	Pensioner's MIS (PAO)	This is new application and is being used by PAO section to maintain the pensioner's data	PAO	http://10.21.217.161/pao/login.aspx	
98	Question's annexure Merging MIS	This is a new application, developed for merging the questions annexure session wise and date wise for use by the editorial section	Editorial section	http://10.21.217.41/getannex/login.aspx	
99	On line requisition for passes	This is a new application, developed for submitting the on line requisition by different sections for passes	PSS	-	
100	Paper Laid Info System	The existing application has been converted in .NET as per the discussions with COPLOT	COPLOT	http://10.21.217.2/paperlaid/login.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
101	e-Committee	The existing VB application is being converted in .NET as per the need of the committees section			Shall be completed by February, 2016.
102	Parliament question Processing system	The existing application has been converted in bilingual .Net application as per the need of the question branch. In this detailed statically reports are generated	Question branch	http://10.21.217.134/qprocess	Rounding to be implemented from Budget Session.
103	Supplementary extraction	The existing VB application is being converted in .NET for the use of supplementary extraction from the HTML file .	Question branch		Shall be completed by February, 2016.
104	Conference and Protocol	This is a new application developed in .Net being used for maintaining the records of expenditure incurred by delegates visiting aboard. It includes Members and secretariat officer	Conference and protocol	http://10.21.217.161/Confprotocol/	
105	RTI (Combined)	Both the applications developed in ASP as well as in .Net have been integrated into one with changes required by the RTI section	RTI	http://10.21.217.2/rti_new/login.aspx	
106	Ipad Feeds English	This application provide GUI for Latest LOB, Starred and un-starred Questions, papers laid, committee meetings, verbatim debates, daily	Ipad Users	http://10.21.217.2/ipadfeeds/chart.aspx	

S. No	Software Application	Brief Information	User Section	Link from where the Application can be accessed	Current action underway as informed by NIC
		synopsis, Bulletin Part I,II ,members Birthday and list of Members of Rajya Sabha			
107	Ipad Feeds Hindi	This application provide GUI for Latest LOB, Starred and un-starred Questions, papers laid, committee meetings, verbatim debates, daily synopsis, Bulletin Part I,II ,members Birthday and list of Members of Rajya Sabha	Ipad Users	http://10.21.217.2/ipadfeedshindi/qchart.aspx	
108	Leave APP MIS	This application is under development for employees of RSS for maintaining their leaves details and its work flow details at different levels.	All the employees		Shall be completed by June 2016