

The Right to information ACT, 2005

Information under
Section 4 (1) b of RTI Act, 2005
(Template)

Name of Organization
Department of Information Technology
Government of Sikkim

Chapter 2

Organisation, Functions and Duties

[section 4 (1) (b) (b)(i)]

2.1 particulars of the organization, functions and duties:-

| Sl. No. | Name of the organization | Address | Functions | Duties |
|---------|--------------------------------------|--|--|---|
| 1 | Department of Information Technology | Annexe I Secretariat, Top Floor, Kazi Road Gangtok-737101 Sikkim | All works related to Information Technology & Computerization in the State | <ol style="list-style-type: none"> 1. Introduce e-governance for empowering the citizens and making life easier for them. 2. Facilitate income and employment generation in Information Technology in the Private sector 3. Bring about administration efficiency in the Government through Management Information system (MIS) and computerization. 4. Carry out capacity building & training programmes in computers to government employees 5. Vet proposals pertaining to purchase of computers & peripherals for Government departments. 6. Induct the latest communication and information technologies into the State. 7. Use Information Technology tools to bring succor to the physically and mentally challenged. 8. Encourage the establishment of computer training institutes, software technology parks and also stimulate investments in the field of I.T in the private sector |

Chapter 3

Powers and duties of officers and Employees

[Section 4 (1) (b) (ii)]

3.1 please provide details of the powers and duties of officers and employees of the authority by designation as follows:

| Sl. No. | Name of the officer/employee | Designation | Duties allotted | Powers |
|---------|------------------------------|---|---|--------|
| 1 | Mr. M G Kiran, IAS | Statutory: Secretary / Adjudicating Officer | Head of Department | ALL |
| | | Administrative: Head of Department | ALL | ALL |
| | | Financial: As per delegation of powers issued by FRE Department | ALL | ALL |
| | | Other: | | |
| 2 | Mr. R Verma | Statutory: Director | Head of Office | ALL |
| | | Administrative: | Supervision of all projects | ALL |
| | | Financial: | ALL | ALL |
| | | Other: | | |
| 3 | Mr. H K Chettri | Statutory: Joint Secretary | | |
| | | Administrative: | Over all administrative work & project supervision | ALL |
| | | Financial: | DDO | DDO |
| | | Other: | | |
| 4 | Mr. T Samdup | Statutory: Dy Director | | |
| | | Administrative: | Oversees works related to Call Centre, NeGP, Multimedia, ITCP etc Project formulation & implementation | |
| | | Financial: | | |

| | | | | |
|---|----------------|--------------------------|---|--|
| | | Other: | | |
| | | | | |
| 5 | Mr P S Rai | Statutory: Asst Director | work related to Sikkim Connect Project and other Network related projects | |
| | | | | |
| | | Administrative: | | |
| | | | | |
| | | Financial: | | |
| | | | | |
| | | Other: | | |
| | | | | |
| 6 | Mr P V Basnet | Statutory: Asst Director | | |
| | | | | |
| | | Administrative: | Maintenance & updation of www.sikkim.gov.in , supervision of CICs in the East & North District. | |
| | | | | |
| | | Financial: | | |
| | | | | |
| | | Other: | | |
| | | | | |
| 7 | Mr D K Chettri | Statutory: Asst Director | | |
| | | | | |
| | | Administrative: | Software development for other departments, Supervision of CICs in the South & West District | |
| | | | | |
| | | Financial: | | |
| | | | | |
| | | Other: | | |
| | | | | |
| 8 | Mr A Tamang | Statutory: Asst Director | Software development & implementation of the developed software in other departments | |
| | | | | |
| | | Administrative: | | |
| | | | | |
| | | Financial: | | |
| | | | | |
| | | Other: | | |
| | | | | |

Chapter 4

Procedure followed in Decision-making process

[Section 4 (1) (b) (iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

| Activity | Description | Decision-making process | Designation of final decision-making authority |
|---|--|---|--|
| Goal-setting & planning | The Goal setting and Mission statements are discussed with all the departments staff. | The Goals once set processed in a file and forwarded to the Secretary of the Department for approval. | Chief Minister who is also the Minister in Charge for the Department |
| Budgeting | The expenditure involved is usually forwarded to the DPERNECA & Finance, Revenue & Expenditure Department for sanction of the required amount. | | |
| Formulation of programmes, schemes and projects | The Officials of the department in consultation with the other user departments | | |

| | | | |
|---|--|--|--|
| | through Planning & Finance Department | | |
| | | | |
| Recruitment/ hiring of personnel | Recruitment is done through the Department of Personnel & DPC | | |
| | | | |
| Release of funds | Upon approval of the Project the funds are made available from the Departments budgeted allocation | | |
| | | | |
| Implementation/ delivery of service/ utilization of funds | Time Frame is set and the work is executed through Government Agency like STCS/SIMFED or a vendor on lowest quotation basis | | |
| | | | |
| Monitoring & evaluation | Monitoring is done as per importance of Project. | | |
| | | | |
| Gathering feedback from public | Feedbacks are received through website and also manually from brochures etc | | |

| Activity | Description | Decision-making process | Designation of final decision-making authority |
|--------------------------|---|---|---|
| Undertaking improvements | Any file pertaining to projects or administrative | File sent to Planning & Finance for concurrence | HCM/ minister-in-charge through Planning & Finance. |
| | | | |

4.2 prepare flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the function discharged/ service delivered to citizens.

1. Hosting of policies on our website with provision of receiving feedback
2. Meeting the Panchayats regularly regarding CICs

Chapter 6

Rules, Regulations, instruction, Manual and Records, for Discharging functions

[Section 4 (1)(b)(v)& (vi)]

6.1 please provide lists and gist of rules, regulation, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following in the format.

1. Sikkim State IT Recruitment Rule 2001
2. Sikkim State Subordinate IT Recruitment Rule 2005
3. Work Distribution Office Order
4. Financial as per Sikkim Finance Rule
5. Administration as per the Rule Books of the Government

Chapter 7

Categories of Documents held by the public Authority

| Sl. No. | Description | Gist of contents | Price of the publication if priced |
|---------|--|---|------------------------------------|
| 1 | Sikkim State Information Technology Recruitment Rule ,2001 | Rules governing the recruitment, promotion etc of Gazetted officials in the Sikkim IT Service | |
| 2 | Sikkim State Information Technology Subordinate Recruitment Rule ,2005 | Rules governing the recruitment, promotion etc of Non Gazetted officials in the Sikkim IT Service | |
| 3 | Information Technology Act - 2000 | IT Act for all IT related issues | |
| ... | | | |
| | instructions | | |
| 1 | | | |
| 2 | | | |
| ... | | | |
| | Manuals | | |
| 1 | | | |
| 2 | | | |
| ... | | | |
| | Records | | |
| 1 | | | |
| 2 | | | |
| ... | | | |
| | Publications | | |
| 1 | | | |
| 2 | | | |
| ... | | | |

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1) (b) v (iii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

| Name of Boards, council, Committees, etc. | Composition | Powers & Functions | Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public |
|--|--|---|---|
| | | | |
| State Apex Committee | Chief Secretary, Principal Secretary Finance, Development Commissioner, Secretary Health, Commr cum Secy RDD,PCE cum Secretary Power, Secretary Agriculture, Commr cum Secretary Tourism, Secretary IT, Additional Director IT | All powers related to formulation of Policies etc in e-governance related matters of State Government | No |
| CRTI (Centre for Research & Training in Informatics) | Secretary, Director, Joint Secretary, Deputy Director, Asst. Director of Information Technology Department, Government of Sikkim | CIC Salaries & IT projects | No |
| | | | |
| | | | |

9.2 If minutes of meetings are accessible to the Public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contact.

Chapter 10
Directory of officers and Employees
[Section 4(1) (b) (ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

| S No | Name of office/administrative unit | Name, Designation & Address of officer/Employee | Telephone & Fax office tel: Residence tel: Fax: | Email |
|------|--------------------------------------|--|---|--|
| | Department of Information Technology | 1. Shri. M G Kiran, IAS Secretary 2. Shri. R Verma Director 3. Shri. H K Chettri Joint Secretary 4. Shri. T Samdup Deputy Director 5. Shri. P S Rai Assistant Director 6. Shri. P V Basnet Assistant Director 7. Shri. D K Chettri Assistant Director 8. Shri. Ashim Tamang Assistant Director 9. Ms. A Thapa Programmer 10. Ms K Chettri Accountant 11. Ms R Sharma Stenographer 12. Ms B Pradhan UDC 13. Shri. S B Subba Stenographer | 202691 (O) 231889(R) 227426 (O) 280672 (R) 202601 (O) 203766 (R) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) | mgkiran@hotmail.com vermar@nic.in hchhetri@nic.in premvijay@nic.in |
| | | | | |
| | | | | |
| | | | | |

Chapter 11
Monthly Remuneration received by officers and Employees, including the
System of Compensation as provided in regulations
[Section 4 (1) (b) (x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

| S No | Designation | Monthly Remuneration including its composition | System of compensation to determine Remuneration as given in regulation |
|------|--------------------|--|---|
| | Secretary | Scale Rs.18200-21000 | Regular government servant |
| | Director | 14300-400-18300 | Regular government servant |
| | Joint Secretary | 11000-350-16250 | Regular government servant |
| | Deputy Director | 9000-300-13800 | Regular government servant |
| | Assistant Director | 7000-225-11500 | Regular government servant |
| | Programmer | 5500-175-9000 | Regular government servant |
| | Accountant | 4500-135-7200 | Regular government servant |
| | UDC | 4000-100-6000 | Regular government servant |
| | Stenographer | 4300-125-6800 | Regular government servant |
| | Peon | 2850-55-4170 | Regular government servant |
| | Driver | 3200-80-4800 | Regular government servant |
| | | | |
| | | | |

Chapter 14

Particulars of Recipient of the concession, Permits or Authorization Grant by the Public Authority [Section 4 (1) (b) xiii]

13.1 Provide the names and addresses of the recipient of benefit under each programmes /schemes separately in the following format.

Institutional beneficiaries.

| Name of Programmes/Scheme | | | | |
|---------------------------|--|------------------------------------|---------------|--|
| Sl.no | Name and the address of the recipient institutions | Nature /quantum of benefit granted | Date of grant | Name & Designation of granting authority |
| | | | | |
| | | | | |

| Name of Programmes/Scheme | | | | |
|---------------------------|--|------------------------------------|---------------|--|
| Sl.no | Name and the address of the recipient institutions | Nature /quantum of benefit granted | Date of grant | Name & Designation of granting authority |
| | | | | |
| | | | | |

Individual Beneficiaries:

| Name of Programmes/Scheme | | | | |
|---------------------------|---|------------------------------------|---------------|--|
| Sl.no | Name and the address of the recipient Beneficiaries | Nature /quantum of benefit granted | Date of grant | Name & Designation of granting authority |
| | | | | |
| | | | | |

| Name of Programmes/Scheme | | | | |
|---------------------------|---|------------------------------------|---------------|--|
| Sl.no | Name and the address of the recipient Beneficiaries | Nature /quantum of benefit granted | Date of grant | Name & Designation of granting authority |
| | | | | |
| | | | | |

Chapter 15

Information Available In Electronic Form

[Section 4(1)(b) x (IV)]

15.1 please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

| Electronic format | Description (site address/location where available etc.) | Contents or title | Designation and address of the custodian of information (held by whom?) |
|-------------------|--|--|---|
| | www.sikkim.gov.in | Detail information regarding Sikkim Government Departments, Rules, Information, News, Transfer, etc. | Director & Asst. Director, IT Department |
| | | | |
| | | | |
| | | | |
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15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records/documents are made available to the public.

Chapter 16

Particulars of facilities available to citizens for obtaining information [Section 4(1)(b) xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

| Facility | Description (Location of facility/Name etc.) | Details of Information made available |
|-------------------------|--|--|
| Notice Board | » | Government Circulars, Departmental Notices etc |
| News Paper Reports | » | Press releases |
| Public Announcements | » | Haat Day announcements by CIC operators for generating public awareness to use and advantages of IT |
| Information Counter | | |
| Publications | | |
| Office Library | | |
| Websites | » www.sikkim.gov.in | Official website of the Government of Sikkim with all rules, gazettes, transfers etc of the State Government |
| Other facilities (Name) | » Community Information Centres | 45 CICs established in various places of the State |
| | | |

Chapter 17

Names, Designations and other particulars of public information officers

[Section 4(1)(b) xvi]

17.1 please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

| Sl.No | Name of office/administrative unit | Name & designation of PIO | Office Tel: Residence Tel: Fax: | Email |
|-------|------------------------------------|---------------------------|--|--|
| 1 | Department of IT | R Verma Director | 227426 (O), 280672 (R) | vermar@nic.in |
| | | | | |

Assistant Public Information Officer (s)

| Sl.No | Name of office/administrative unit | Name & designation of APIO | Office Tel: Residence Tel: Fax: | Email |
|-------|------------------------------------|------------------------------|--|--|
| 1 | Department of IT | H K Chettri Jt. Secretary | 202601 (O), 203766 (R) | hchhetri@nic.in |

| Sl.No | Name Designation & Address of Appellate Officer | Jurisdiction of Appellate Officer (offices/administrative units of the authority) | Office Tel: Residence Tel: Fax: | Email |
|-------|---|---|---|-------|
| 1 | R.K. Purkayastha, Secretary Law Department | Government of Sikkim | 202461 (O), 281474 (R) 202309 (F) | |

Chapter 18

Other Useful Information

[Section 4(1)(b) x vii]

18.1 please give below any other information or details of publications which are of relevance or of use to the citizens.

1. Sikkim Information Technology Policy
2. Citizen Charter of the Information Technology Department
3. Official website of the Government of Sikkim www.sikkim.gov.in

18.2 You may mention here information of your department which is excluded under section 8(1) of the act and/or under Rules of the state government as a guidance to the public seeking information from your department.

Place:

Date:

Name and Designation
of the Officer
Department

(NOTE): Information provided in these chapters should be updated from time to time and revised date should be mentioned.