

No.SIB(103)/CCTNS/FUNDS/16/09 - NCRB

National Crime Records Bureau

Ministry of Home Affairs

Government of India

East Block – 7, R. K. Puram
New Delhi-110066

Dated: 19.02.2010

To

CCTNS Nodal Officers of Andhra Pradesh, Chhatisgarh, Goa, Himachal Pradesh, Jammu & Kashmir, Karnataka, Madhya Pradesh, Rajasthan, UT of Andaman & Nicobar Islands, UT of Chandigarh and UT of Puduchery.

Sub.: CCTNS Project Monitoring formats – reg.

Madam/Sir,

Monitoring formats for CCTNS Project along with general guidelines have been circulated to all the DsGP during the CMs conference held in New Delhi on 07.02.2010. A set of these formats are enclosed herewith. You are requested to fill up these formats and bring them along with you for discussion during the Nodal Officers meeting on 22nd February 2010 at NCRB. In case you encounter any difficulties in filling up these formats, you may appraise us during our discussions with you in the meeting on 22.02.2010.

Yours faithfully,



(P.R.K. NAIDU)

Jt. Director (CCTNS)

Encl.: As above

Annexure

Detailed Project Activity list (For reference purpose only)

The nodal officers shall utilize the below information from the appropriate sections for preparation of the progress monitoring reports under the CCTNS project with respect to completion of work on deliverables under various activities of the project. As per the approved PIM report/MHA guidelines, the nodal officer can also add any additional approved project activities to be taken up under the CCTNS project. Such new activities, if any, shall be highlighted and description on approvals and other sanctions for such activities shall be given in the Remarks column.

SNo	Activity under CCTNS Project
1)	SPMC selection
a.	Issue of Model ToR to bidders for submission of SPMC bids
b.	Bid process evaluation for SPMC
c.	Selection of SPMC and signing of contract
2)	Training Infrastructure Implementation under CB
a.	Implementation of CB infrastructure at RTC
b.	Implementation of CB infrastructure at PTC
c.	Implementation of CB infrastructure at SCRB
d.	Implementation of CB infrastructure at Police Academy
e.	Implementation of CB infrastructure at DTC
3)	Training personnel under CB
a.	Training needs assessment study
b.	Development of curricula for Basic IT training
c.	Identification of personnel for training
d.	Scheduling Training programs
e.	Completion of Training Programs for Group-A Officials
f.	Completion of Training Programs for Group-B Officials
g.	Completion of Training Programs for Group-C Officials
h.	Monitoring and Review of Training outcomes and UAT
4)	Preparation of PIM report

SNo	Activity under CCTNS Project
a.	As-Is Study and Functional Specifications
b.	Capacity Building and Change Management:
c.	Data Migration Analysis and Requirements
d.	Requirements for Specialized Infrastructure and Applications
e.	Completion of PIM report and RFP
f.	State Governance committee meetings for Approval of finalized PIM report
5)	Selection of SI
a.	Preparation and approval of RFP for selection of SI
b.	Issue of RFP through open tender
c.	Pre-bid meeting
d.	Submission of bids by vendors
e.	Bid evaluation for selection of SI
f.	Selection of SI and Signing of Contract
6)	IT infrastructure implementation
a.	Site Preparation at Police stations
b.	Site Preparation at Higher Offices
c.	Installation of Hardware at Police stations
d.	Installation of Hardware at Higher offices
e.	Installation of specialized hardware
f.	Any other installation as per approved PIM report
7)	Network Infrastructure implementation
a.	Preparation for networking at Police stations
b.	Preparation for networking at Higher offices & Other offices
c.	Installation and commissioning of network infrastructure at Police stations
d.	Installation and commissioning of network infrastructure at Higher offices
8)	Data Centre Establishment for CCTNS
a.	Assessment of the data centre requirements
b.	Data Centre Design and Architecture Review
c.	Data Centre Security Design Review and approval
d.	Set-up of Data Centre
9)	Data digitization and Migration
a.	Standardization of data digitization/migration formats
b.	Data migration strategy document

SNo	Activity under CCTNS Project
c.	Data cleansing and validation
d.	Migration of legacy data
e.	Conversion of manual data into digital data
f.	Acceptance testing
g.	User acceptance testing (UAT)
10)	CAS customization, Installation and Testing
a.	CAS(State) FRS preparation and approval as per state specific requirements
b.	Creation, review and approval of SRS for CAS (state)
c.	System and Architecture review
d.	Customization of CAS
e.	Unit testing
f.	Integration testing
11)	Implementation Rollout
a.	Rollout in Pilot Districts
b.	Installation of CAS
c.	Commissioning
d.	User acceptance testing (UAT)
e.	State Application Deployment
f.	Procurement of production environment infrastructure
g.	Rollout in the entire state
h.	Commissioning of State network and Data centre
i.	Application deployment testing and final user acceptance for CAS function in entire state
j.	Training and CB support
k.	Integration with SDGs and National network and successful function at all APIs
l.	Final user acceptance for the entire application
12)	Training and CB by SI
a.	Training needs assessment study
b.	Development of curricula for Role based training and other training programs
c.	Development of Learning management systems
d.	Identification of personnel for training
e.	Scheduling Training programs
f.	Monitoring and Review of Training outcomes and UAT for T&HH
g.	Training of the Group A
h.	Training of the Group B
i.	Training of the Group C

SNo	Activity under CCTNS Project
13)	Handholding support
a.	Deploy resources at the Police Stations for Handholding
b.	Provide handholding support to the Police officials
14)	Selection of SPMU
a.	Design and issue of the RFP for the SPMU
b.	Pre- bid Meeting
c.	Submission of Bids for SPMU
d.	Evaluation of the Bids
e.	Review and approval of the Evaluation Report
f.	Selection of the SPMU
15)	Post implementation support & Annual maintenance
a.	Selection and deployment of Service management application for SLA reporting
b.	Facility management services at Data centre and other locations as required
c.	System and Database administration and Performance management
d.	Integration and Interfacing support and coordination with SPMU/CPMU
16)	Design and Development of advanced solutions with CAS compatibility
a.	Creation, review and approval of FRS
b.	Creation, review and approval of SRS
c.	Development Phase
d.	Establish infrastructure requirements for development
e.	Establish communication infrastructure
f.	Source Code and Other artefacts
g.	Testing
17)	SPMU and M&E activities
a.	Define Outcome definitions and monitoring parameters
b.	Setup evaluation frameworks
c.	Monitoring of Data Migration Activity at States
d.	Monitoring of SI
e.	Monitoring of SI Helpdesk
f.	Monitoring of CAS (State) Deployment
g.	Monitoring of Field testing of CAS (State) at State
h.	Monitoring of Certification of CAS (State) at State
i.	Monitoring of Implementation at State by the SI
j.	Progress Review and Status of CAS Implementation to MHA
k.	Review of Change Requests

SNo	Activity under CCTNS Project
l.	Approval of Change Requests
m.	Submission and Approval of SPMU reports
18)	Any other activities as approved under PIM report

Date:	Reporting Period:
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State Designated Agency Name: _____

Bank Account No: _____

1. Status of funds

S.No.	Item	Rs. (in lakhs)
1.	Funds available at the beginning of the reporting period	
2.	Interest accrued during the last quarter	
3.	Funds received from Center during the reporting period	
4.	Funds utilized during the reporting period	
5.	Total funds available as on date ((1 +2 + 3) – 4)	

2. Details of fund utilization

S.No	Activity as per the PIM / MHA guidelines	Funds allocated (as per PIM / MHA)	Procurement Method (Tender / other method – please specify)	Awarded cost	Payment during reporting period	Balance funds available
1.						
2.						
3.						
4.						
5.						

3. Requirement of funds in the next quarter

S.No	Activity as per the PIM / MHA guidelines	Funds allocated (as per PIM / MHA)	Funds requested for the next quarter	Funds utilized till date	Procurement Method (Tender / other method – please specify)
1.					
2.					
3.					

Date:

Signature and Seal
<Name and designation of State Nodal Officer>

General Guidelines

1. The CCTNS Project reporting will be done according to the format and timelines mentioned in the table below:

CCTNS project progress report schedule

S.No	Project Monitoring Report	Submission Date	To be signed/Certified by
1	Monthly Progress Report	By the end of first week of every month	The Nodal Officer of State/UT
2	Quarterly Financial Report	By the end of the first fortnight of every quarter or the date mandated by MHA whichever is earlier	The Nodal Officer of State/UT
3	Utilization certificate	By the end of the first fortnight of every quarter or the date mandated by MHA whichever is earlier	Designated official of the Department of Home, State/UT

2. The funds allocated and released to States shall be available for utilization only for the specific Lock-in period as per the approved schedule based on the PIM report, MHA guidelines or a revised and approved project schedule as per the project milestones, during which they have to be utilized. In case there is any delay in fund utilization beyond the Lock-in period the reasons for the same need to be clarified to MHA / NCRB before any new funds are released to the State / UT.
3. The allocated funds for the CCTNS project should be utilized for undertaking project activities identified under the head for which funds have been allocated. The reallocation of funds under one head to another activity is not allowed without written permission from MHA / NCRB to this effect.
4. Funds under CCTNS project shall be released only when due for specified purposes for undertaking specific activities approved under CCTNS project upon compliance to MHA guidelines, completion of the requisite activities under the project and the submission of the requisite progress reports.
5. The CCTNS funds released to State should not be parked in the bank account; States/UTs should ensure the utilization of the funds for payment to be released after satisfactory completion of approved project activities as per project schedule.
6. If there are unspent balances including that with the implementing agencies where the prescribed time for utilization has elapsed, then such unspent balances would be deducted from the releases to the State Governments/ implementing agencies. It may also be ensured that interest, if any, earned on the release made by the Central Government, by the implementing agencies, shall not be used for any purpose without the proper authorization and approval of competent authority in MHA. The Ministry of Home Affairs may also call for an annual Statement from the implementing agencies on unspent balances with them and interest earned on Government of India funds.
7. Further release of funds under the CCTNS project shall depend on the submission of the Progress reports, Utilization Certificates for the amount disbursed earlier.
8. There would be a provision of Independent evaluation by Internal Audit wing of MHA on a quarterly/ half yearly basis.
9. The nodal officer shall submit the Progress reports and Utilization certificate to NCRB, MHA by sending a hard copy to i) Director General, NCRB, East Block-7,R.K.Puram,New Delhi-110062 and ii)

Director(SR),MHA, North Block, New Delhi-110001 . The reports should also be sent by email to projectcctns@ncrb.nic.in

CCTNS Monthly Progress Report

10. The Nodal officer of respective State/UT for CCTNS project shall submit a Monthly Physical progress report to the Director General, NCRB with a copy to Director(SR),MHA by the end of first week of every Month in the prescribed progress report format . The Monthly progress reports shall be signed by the State/UT nodal officer.
11. It is the responsibility of the State/UT nodal officer to collect the progress status of all the units/districts before submitting a comprehensive progress report for the entire State/UT by the end of first week of every month. To facilitate the same, the State/UT nodal officer shall set internal deadlines to obtain progress reports from the district/unit level through the designated district level nodal officers well before the end of the first week of every quarter so as to collate and prepare a Project progress reports for timely submission.
12. Project progress should be provided for all activities under implementation and for the funds utilized for the CCTNS project. The nodal officer should refer to the Annexure for the detailed activities under each Milestone / Deliverable.
13. Project progress description shall be precise and concise and point-wise bulleted text shall be used wherever necessary.
14. The State level CCTNS project progress report shall be summation of all the activities taken up at the units/districts under the project and the expenditure made under various heads shall be verified and tallied to the reports submitted earlier. All amounts should be in Rupees lakhs.

CCTNS Quarterly Financial Progress Report

15. The Nodal officer of respective State/UT for CCTNS project shall submit a Quarterly Financial progress report to the Director General, NCRB with a copy to Director (SR),MHA by the end of first fortnight of every quarter as per the prescribed format. The quarterly progress reports shall be signed by the State/UT nodal officer.
16. The Nodal officer shall submit the CCTNS Bank Account details (copies of Bank Statement for the reporting quarter) along with each project progress report with details of fund utilization. The Bank Account details shall show the transactions under CCTNS projects for both the inflow of funds into CCTNS account and the withdrawals from the designated account towards funds utilization under the project.

CCTNS Fund Utilization Certificate

17. The Nodal officer of the respective State/UT for CCTNS project shall submit a Utilization certificate to the Director General (NCRB) with a copy to Director (SR),MHA for the funds utilized under the project every quarter along with the quarterly progress report in the prescribed format. The Fund Utilization certificate shall be certified by the designated official of the State/UT Home department.

Date:	Reporting Period:
Project Status: GREEN / YELLOW / RED	

GREEN: Project is on track

YELLOW: Issues being faced by the project team may be resolved at the State level

RED: Issues need to be resolved by MHA / NCRB else the project will be impacted adversely

1. Project Milestones

Table -1:

S.No	Mile Stones	Time Schedules				Current Status
		Planned Start date as per MHA	Planned completion Date	Actual Start Date	Actual Completion Date	
1.	Process for selection of SPMC					
2.	PIM Report					
3.	Process for selection of SI					
4.	Pilot implementation					

Table - 2:

S.No.	Item	Total number to be covered under CCTNS project	Number Covered during the reporting period	Total units covered till date
1.	Strengthening of Capacity building infrastructure			
2.	Site preparation for Police Stations			
3.	Hardware procurement for Police Stations			
4.	Site preparation for Higher offices			
5.	Hardware procurement for Higher offices			
6.	Networking			
7.	Data Migration and digitization – No. of records			
8.	Capacity building / Training			
	Group A – DSP and above			
	Group B – Inspectors, SI and ASI			
	Group C – Head Constable, Constable, Clerk			

2. Work in progress and current activities during the month*

S No.	Deliverables in Progress / Activities undertaken	Scheduled Completion Date	Responsibility	Remarks
1.				
2.				
3.				

* Please refer to the Annexure for the detailed list of activities

3. Issues

S No.	Issues	First date of reporting	Who is responsible for resolving the same	Issue Resolved (Yes / No)
1.				
2.				
3.				

4. Action Items for Next Month

S.No.	Action item	Target date of completion
1.		
2.		
3.		
4.		
5.		

Date:

Signature and Seal
<Name and designation of State Nodal Officer>

Crime and Criminal Tracking and Network Systems Project

Utilization Certificate

GFR 19 – A, (See Rule 212 (1))

Certified that out of Rs _____ (In words _____) funds sanctioned during the _____ quarter of year _____ in favour of _____ for Crime and Criminal Tracking and Network Systems Project under the Ministry of Home Affairs, Government of India letter No. given in the margin and Rs _____ of unspent balance of the previous quarter of _____ Year, a sum of Rs _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs _____ remaining unutilized at the end of the _____ quarter of _____ year has been surrendered to Government (vide No. _____ dated _____)/will be adjusted towards the funds to be allocated during the next quarter of the _____ year.

Date:

**Signature and Seal
<Name and designation of State Nodal Officer>**

(TO BE FILLED IN BY STATE GOVERNMENT, HOME DEPARTMENT)

Certified that I have satisfied myself that the conditions on which the funds sanctioned for CCTNS project have been duly fulfilled/are being fulfilled and I have exercised that the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of Checks exercised.

- 1.
- 2.
- 3.

Signature:
Designation
Date: