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| <b>Minutes of the Nodal Officers Workshop held on<br/>22<sup>nd</sup> February 2010</b> |  |  |
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| <b>Subject</b>  | Workshop of CCTNS State Nodal officers   |
| <b>Date</b>     | 22 <sup>nd</sup> February 2010   |
| <b>Location</b> | National Crime Record Bureau, New Delhi  |
| <b>Agenda</b>   | <p>Discussion on the following items:</p> <ol style="list-style-type: none"> <li>1. Progress at the Centre</li> <li>2. Discussion on the ToR for selection of SPMC and the frequently asked questions</li> <li>3. Discussion on queries on Capacity Building activities (Infrastructure and Training)</li> <li>4. State wise progress status on SPMC selection, Capacity Building Infrastructure and Training</li> <li>5. Any other item with permission of the chair</li> </ol> |
| <b>Schedule</b> | 10.30 am – 1.30 pm   |

| <b>Meeting Participants</b>   | <b>Absentees</b>   |
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| <ul style="list-style-type: none"> <li>• Mr. Rajiv Mathur, Director General, NCRB</li> <li>• Mr. P.R.K. Naidu, Joint Director, NCRB</li> <li>• Mr. B.Radhika, Deputy Director, NCRB</li> <li>• Mr. Purushottam Sharma, Nodal Officer, Madhya Pradesh</li> <li>• Mr. Sanjay Sahay, Nodal Officer, Karnataka</li> <li>• Mr. Yoginder Kaul, Nodal Officer, Jammu &amp; Kashmir</li> <li>• Mr. O.C. Thakur, Nodal Officer, Himachal Pradesh</li> <li>• Mr. S.B.K. Singh, DIGP, Representative, of Puducherry</li> <li>• Mr. A.V. Deshpande, Representative of Nodal Officer, Goa</li> <li>• Mr. Mohan Lal Sharma, Representative of Nodal Officer of Rajasthan</li> <li>• Mr. S.B.S. Tyagi, Nodal Officer, Andaman &amp; Nicobar Islands</li> </ul> | <ul style="list-style-type: none"> <li>• Nodal officer, Andhra Pradesh</li> <li>• Nodal officer, Chhattisgarh</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Mr. Mahabir Singh, DIG, Nodal Officer, Chandigarh</li> <li>• Central Project Management Consultant Team</li> </ul> |  |
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| <b>Discussions, Decisions &amp; Observations</b> |  |
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| 1. | Welcome Note by Joint Director, CCTNS, NCRB.  |
| 2. | <p>The Central Project Management team made a presentation with the following agenda:</p> <ul style="list-style-type: none"> <li>• Progress Status at Centre</li> <li>• Overview of Model Terms of Reference- SPMC</li> <li>• Frequently Asked Questions on Selection of SPMC</li> <li>• Guidelines for Customization of ToR</li> <li>• Queries on Capacity Building Infrastructure and Training</li> <li>• Discussion on State-wise project implementation progress status</li> </ul>  |
| 3. | <p>Discussion points raised by State/UT nodal officers regarding SPMC selection process and undertaking Capacity Building activities.</p> <ul style="list-style-type: none"> <li>• Clarification was sought by Nodal officers and State/UT representatives on whether SPMC and SPMU can be the same agency. It was clarified during the meeting that SPMC and SPMU can be the same agency; however resource requirements for SPMU need to be revised keeping in view the requirements of Project implementation. It was also discussed that States/UTs have the choice of retaining SPMC as SPMU or calling for a fresh tender for selection of SPMU.</li> <li>• Break-up for IT infrastructure procurement at SCRB was requested. JD (CCTNS) informed that the state has to plan and decide the number of hardware units to be procured at SCRB based on the indicative units provided under capacity building guidelines.</li> <li>• In response to the clarification of representative from UT of Puducherry for enabling electronic fund transfers under CCTNS project directly into the CCTNS bank A/c of respective state/UT, it was decided that NCRB to put forward the request to MHA so that all the future release of funds could be transferred through electronic means.</li> <li>• During the meeting the issue of low price quoting by the bidders was also discussed. It was decided that state should ensure that quality manpower should be hired for the SPMC/SPMU assignments for ensuring the project success. The nodal officer of Madhya Pradesh informed that a Performance and Service delivery matrix with attendance sheet has been created by the Madhya Pradesh CCTNS team for this purpose. Nodal officer of Madhya Pradesh has been requested to provide a copy of the performance tracking formats so that they can be circulated to</li> </ul> |

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all States/UTs as well as to be uploaded on the CCTNS website as a good practice. Further it was decided to prepare a set of guidelines on how to deal with the low quoting for circulation to the States/UTs.

- A requirement for conducting Project Management Training to all nodal officers of States/UTs was discussed. NCRB to facilitate and plan the trainings for the Nodal officers. .
- The assistance of NCRB/CPMC was requested for technical evaluation for SPMC bid process. NISG informed that it can assist the States/UTs for evaluation of the bid, if required at a nominal cost. States would have to directly coordinate with NISG for this purpose.
- States/UTs raised the issue of funding the CCTNS secretariat at the state/UT level for which JD (CCTNS) replied that any additional budget for running the secretariat should come from the State/UT departmental funds. It was also discussed that the interest accrued on CCTNS funds should be ploughed back into the project. On the request of nodal officers it was discussed that NCRB will put up the request to MHA for discussion and approval for utilizing the interest accrued from the funds placed in with States/UTs for secretarial assistance in the CCTNS and for added CB infrastructure as well as for conducting training of the trainers, system administrators course and other advance courses.
- Need for a central empanelment of consultants both for SPMC and Training providers was discussed. It was clarified that keeping in view the need for ownership and participation of States/UTs in project implementation, NCRB had provided the list of consultants to the States. However the States should conduct the tendering process to select one.

**4. State wise Progress Status**

State-wise progress of activities with respect to SPMC selection, Procurement and commissioning of IT infrastructure for Capacity building and Completion of activities under capacity building training programmes for state/UT police personnel was discussed.

**5. Goa:** The following points were discussed.

- i) The representative from Goa informed that the bid evaluation has been initiated and would be completed by 24<sup>th</sup> of February 2010. The work order to the selected consultant is expected to be issued by end of February 2010 based on the transfer of funds from the centre.
- ii) It was also mentioned that M/s CMC Ltd, the current SI engaged by the Police Department, Government of Goa has been entrusted with the work of developing GCOPS. CMC is expected to perform basic computer awareness and application training. The GCOPS networking and application is expected to be rolled out by end of March 2010.

**6. Himachal Pradesh** –The following points were discussed.

- i) The nodal officer of Himachal Pradesh informed that RFP for combined selection of SPMC and

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|    | <p>SPMU has been prepared based on the ToR circulated by NCRB and has been put up for approval of the State Finance Department as per Apex Committee directive.</p> <p>ii) Capacity building (Training) outsourced to CDAC for providing Basic Awareness training and a tender for procurement of IT infrastructure for DTCs has already been floated.</p> <p>iii) The progress of CIPA implementation and networking with online complaint registration facility was discussed in the workshop.</p> <p>iv) The nodal officer also informed that the Department of IT, Himachal Pradesh has sought funds from CCTNS project to enhance SWAN connectivity for which the JD (CCTNS) clarified that networking architecture and infrastructure are yet to be finalized and the issue can be taken up after SI is on board.</p> |
| 7. | <p><b>Puducherry</b> – The following points were discussed.</p> <p>i) The representative of Puducherry informed that the UT is in the last stage of finalization of SPMC.</p> <p>ii) To a query on whether capacity building infrastructure procurement and training activities could be taken up after selection of SPMC by the Representative of Puducherry, JD (CCTNS) informed that States/UTs have to take ownership of CCTNS project and develop internal capacities to participate in the project implementation process proactively, for which the process of procurement of infrastructure for capacity building and training activities for Basic computer awareness and Sensitization of Benefits to IT should be initiated immediately</p>  |
| 8. | <p><b>Jammu &amp; Kashmir</b> –The following points were discussed.</p> <p>i) The representative of Jammu &amp; Kashmir informed that the State is in the last stage of finalization of SPMC and the consultants are expected to start work by 1<sup>st</sup> week of March, 2010.</p> <p>ii) The procurement of IT infrastructure for strengthening DTCs is currently underway. It was also informed that since the DTCs are not present in J&amp;K, the IT infrastructure commissioning and site preparation under Capacity building shall be taken up at the PTCs at respective district headquarters.</p> <p>iii) The nodal officer has also informed that Training on Basic Computer awareness and Trainer's Training has been initiated in coordination with Department of IT of the State.</p>                       |
| 9. | <p><b>Madhya Pradesh</b> –The following points were discussed.</p> <p>i) It was informed that the SPMC would be selected by 1<sup>st</sup> of March 2010.</p> <p>ii) The State raised a concern that the SPMC bidders are quoting unrealistically low prices for the contract. This needs to be checked by asking for salary certificate of the personnel proposed and ensuring the quoted price is not lower than the salary of the proposed consultant. Additionally the nodal officer emphasized on the importance of monitoring of the SPMC to ensure full attendance.</p>  |

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|     | <p>iii) The State has developed performance appraisal sheets that need to be filled weekly and signed by SPMC. The performance appraisal matrix will be shared with NCRB so that it may be circulated to other States/UTs too. Nodal officer of Madhya Pradesh has been requested to provide a copy of the performance tracking formats and training policy so that they can be circulated to all States/UTs as well as to be uploaded on the CCTNS website as a good practice.</p> <p>iv) The infrastructure procurement order has been placed and the computers are expected to be delivered by 10<sup>th</sup> March. Training of personnel will be outsourced by 1<sup>st</sup> April 2010 and training document has been finalized.</p> <p>v) The State has developed a Training policy which could be used a good practice and shared across different States. Training analysis with CDAC has been done in a structured manner.</p> <p>vi) The State has requirement for additional funds for training and Capacity building, a proposal for the same has been submitted to NCRB. The nodal officer also will share a list of changes recommended in the SPMC ToR.</p> <p>vii) The nodal officer, MP suggested that the interest accrued should be utilized for operational expenses for CCTNS secretariat.</p> |
| 10. | <p><b>Karnataka</b> – The following points were discussed.</p> <p>i) It was informed that the State has selected NISG as their SPMC. This will be finalized on the 25<sup>th</sup> February 2010 in EC meeting and by 10<sup>th</sup> March 2010 the consultants are expected to be onboard.</p> <p>ii) The training infrastructure procurement has been currently put on hold till the time the funds are not transferred in their account.</p> <p>iii) In-house training is being done, basic training and application training under CCTNS with the help of NIIT and Wipro to start by 15<sup>th</sup> March. The nodal officer has been requested to provide details of their training of trainers (ToT) as well as system administrators' course contents and other details for circulation to other States/UTs.</p>  |
| 11. | <p><b>Rajasthan</b> – The following points were discussed.</p> <p>i) State has nominated NISG in their EC meeting, a request for the same has been sent to MHA for approval.</p> <p>ii) The training is being planned on an outsourced model in 41 districts, 5 trainers per district on 3 modules.</p> <p>iii) The state is planning for procurement of IT infrastructure from DGS&amp;D or open tender.</p>  |
| 12. | <p><b>Andaman &amp; Nicobar Islands</b> –The following points were discussed.</p> <p>i) SPMC ToR has been finalized and is being issued to empanelled DIT consultants. The nodal</p>   |

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officer proposed to have pilot project implementation of CAS State in their entire district as it is a small State.

- ii) The procurement activity for IT infrastructure has not yet been initiated
- iii) Training of trainers is being planned currently and outsourcing of training is under consideration
- iv) As no DTCs exist in A&N islands, the State plans to create DTC's in the districts and then procure infrastructure based on the funds and guidelines received from MHA/NCRB.

13. **Chandigarh** –The following points were discussed.

- i) SPMC tender to be floated by February end and SPMC selection is expected to be completed of March.
- ii) Currently 1000 personnel are being trained under the ongoing capacity building initiative of the UT.

14. **Decisions and Action Items:**

- i) CPMC presentation and responses to FAQs to be circulated to all States and UTs.
- ii) NCRB to put up the request to MHA for approval of the process of electronic funds transfer of CCTNS funds from second installment onwards.
- iii) NCRB to plan for a Project management training workshop for all the nodal officers.
- iv) MP to circulate SPMC Performance matrix and Training policy document to all other States/UTs
- v) It was decided that the request regarding usage of the interest accrued on CCTNS funds for CCTNS activities will be put forward to MHA and DIT for consideration. Procedures being used for similar projects under NeGP and Police Modernization could be used as reference.
- vi) States/UTs to send proposal for utilization of the interest accrued on CCTNS funds for operational expenses of State Designated Agency and the Project secretariat.
- vii) The project progress monitoring templates were circulated and the nodal officers were requested to ensure filling and sending the monitoring template from the Month of February, 2010.