Subject	Workshop of CCTNS State nodal officers
Date	20th August 2009, 24th August 2009
Location	National Crime Record Bureau, New Delhi
Agenda	Discussion on the following items: 1. Implementation guidelines to States 2. Capacity Building guidelines 3. Model RFP to States for selecting System Integrators 4. Discussion on extract of various modules of CCTNS to finalize FRS 5. Networking of all police stations 6. State Plans and fund allocation 7. Any other item with permission of the chair
Schedule	10.30 am – 3.30 pm

Meeting Participants	Absentees
- Shri. Rajiv Mathur, Director General, NCRB - Shri. N.S.Kalsi, Joint Secretary (CS), MHA - Dr. Praveen Kumari Singh, Director (SR) - Mr. P.R.K.Naidu, Jt. Director , NCRB - Mr. T Krishna Prasad IG, Andhra Pradesh - Mr. R K Vij IGP, Chhattisgarh - Mr. K Selvaraj IGP, Personnel & Telecom Haryana - Mr. Sanjay Sahay IGP, Karnataka - Mr. Tomin Thachankary IG, Kerala - Mr. Zanbemo Lotha , IGP CB/NPTO, Nagaland - Mr. A Ponnuchamy IGP SCRB, Rajasthan - Mr. Jitender Rana , AIG Wireless, Bihar - Mr. Yoginder Kaul , DIG Crime, Jammu & Kashmir - Mr. Paramjit Singh Gill , DIG, Punjab - Mr. Mahavir Singh, DIG, Chandigarh - Mr. Muktesh Chander, Addtl CP Traffic, Delhi - Mr. K Kumarswamy , Director SCRB, Gujarat - Mr. SP Srivastava , ADG Phq, Uttar Pradesh - Dr. Anirban Ray, SP SCRB, West Bengal - Mr. A K Chand Sikkim - Mr. N Gnanasambarandan, SP, Dadra & Nagar Haveli - Mr. O C Thakur, IGP CID, Himachal Pradesh - Mr. Parvez Hayat, IGP (Police Mod), Camp Delhi, Jharkhand	- Nodal officer, Assam - Nodal officer, Maharashtra - Nodal officer, Arunachal Pradesh - Nodal officer, Tripura - Nodal officer, Goa - Nodal officer, Andaman & Nicobar Islands - Nodal Officer, Mizoram - Nodal Officer, Puducherry

	Minutes of the Workshops held on 20th August & 24th August 2009	Meeting No. 01, 02	

- Mr. Ranvir Singh, SP, Lakshadweep
- Mr. Purushottam Sharma, IGP SCRB, Bhopal
- Mr. L M Khaute, IGP (Int), Manipur
- Mr. A K Mathur, Addl DGP CID, Meghalaya
- Mr. S S Hansdah, Director, SCRB, Orissa
- Mr. M K Jha, IG SCRB, Tamil Nadu
- Mr. G C Pant, DIG Police Telecom, Uttarakhand
- NCRB officials
- Central Project Management Consultant Team
  - Rita Gupta
  - Rajat Garg
  - Nilachal Mishra
  - Rajat Mishra
  - Ashok Kumar
  - Anurag Johri
  - Uma Kotturu

Discussions, Decisions & Observations

1.	Welcome Note by Director General, NCRB.
2.	Joint Secretary (CS) MHA provided the status of overall project progress, which included: • Project approval by cabinet on 23 June 2009 and by Planning Commission on 8th July, 2009. • Letters regarding funds allocated sent to the States on 21 July 2009 • Project plans submitted by the States examined, evaluated and the discrepancies have been documented • EOI Responses from 20 Large/ Medium IT firms have been received for selection of Software Development Agency for development of CCTNS application software(CAS) • EOI response evaluation is in progress and detailed RFP will be issued to the shortlisted companies by next week • The MoU to be signed between the GOI and State Governments has been submitted to the hon'ble Home Minister, Govt. of India for approval.

3.	Central Project Management Consultant(CPMC) team gave a detailed presentation, which covered the following sections:
	
	• CCTNS Project progress at the Center and the States
	• Discussion on the following guidelines/documents:
	    ○ Implementation Guidelines to States
	    ○ Capacity Building Guidelines
	    ○ Center State MoU
	    ○ Functional Requirement Specification
	    ○ Guideline for State Project Management Consultant(SPMC)
	    ○ Model RFP for selection of System Integrator(SI)
	    ○ Project Implementation and Monitoring report
	• Communication Plan
	• Roles and responsibilities of State level committees

	• Copy of the presentation enclosed for ready reference.
4.	It was mentioned during the workshop that there were delays in the communications regarding the CCTNS implementation from the centre to the nodal officers, because the copies of the communications were not being sent to them directly. **Therefore, it was decided that all communications from the centre will also be marked to the State nodal officers including the communication sent in since 1st April, 2009.** It was also decided that for ensuring security, continuity and uniformity **a separate email id for each of the State nodal officer will be created as cctns_<statename>@ncrb.nic.in.** This would ensure regular correspondence and continuity of communication in case of change in nodal officers. Group ID's for the States(**cctns_states@ncrb.nic.in**) and UTs (**cctns_UTs@ncrb.nic.in**) will also be created Additionally single email id for the Central team has been created projectcctns@ncrb.nic.in (for consultants), cctns_ncrb@ncrb.nic.in (for ncrb team) where queries/ clarifications can be mailed by the States. All queries will be addressed by the central team within 48 hours. It was also decided to create cctns_mha@ncrb.nic.in
5.	As requested by the States, it was agreed that for the selection of State Project Management Consultants(SPMC), the States can choose for one of the following options: • Empanelment of the consultants will be done at the Centre as per the request of the State representatives. A list of empanelled consultants will be sent to the States based on which the States may select any one of the empanelled consultants. • A model RFP will be provided by the centre based on which the States can conduct the tendering process to select the SPMC.
6.	It was discussed during the meeting that since different States are at different level of ICT implementation/ enablement, there is a need to consider this aspect during the finalisation of the implementation roadmap. Therefore it was decided that five States (Andhra Pradesh, Gujarat, Karnataka, Maharashtra and Punjab) will provide a proposal, the format for which is provided in Annexure I These proposals would be submitted to MHA & NCRB by 31st August 2009. Following which the central team would examine these proposals and a meeting would be held on 8th September 2009 to discuss the same with these five States.
7.	It was mentioned that the proposed MoU between MHA and the States is in accordance with MoUs undertaken, in the past, for various other MMPs of NeGP. It was emphasized that proposed MoU would facilitate in documenting the responsibilities for the Center and State and is also mandatory for release of funds. The competent authority for signing the MoU on behalf of the State is normally the Home Secretary or Chief Secretary of the State.
8.	It was also agreed during the meeting that Head of the Department (Police), should be also be member part of the Apex Committee, which will overall monitor and review the progress of the project in the State
9.	It was also discussed that State Project Management Unit (SPMU) to be established in the states will be reporting to the empowered committee created in the States
10.	Further, it was agreed that provision of domain experts is a State responsibility.
11.	It was also decided that VSAT connectivity would be provided for the following two scenarios • Naxal infested area where no other type of connectivity is feasible due to security reasons • Areas where BSNL certifies that only VSAT connectivity can be provided

	. The list of VSAT connectivity points proposed by BSNL would be shared with the States.	
12.	The following entities were added for funding under the CCTNS scheme: • 6 border check posts in Sikkim since these were functioning as Police Stations and authorized to register cases. • One more head quarter (Jammu and Srinagar) in Jammu and Kashmir to be added • Every State can include one special branch under CCTNS.	
13.	Following State wise information was also shared with the States: • Unit Cost as per DPR Circulated by GOI (In Rs Lakhs) • Number of Units as indicated in the State Plan • Item wise Funds permissible under the Project in 2009-2012 as per DPR approved by CCEA (in Lakhs) • Item wise Funds Permissible in the 1st Year (2009-2010) of the project as per criteria specified • Head wise Maximum Funds Permissible as per DPR (in Lakhs) for the Entire Project Duration • Maximum Funds which could be alloted to the state under this head as per the DPR of GOI (in Lakhs) for Year 1 (2009-2010) • Funds Demanded by the State as per the State Plan submitted for Year 1 (2009-10) (In Rs Lakhs) • Maximum Funds which could be alloted to the state under this head in view of the demand of the State & DPR norms of GOI (in Lakhs) for Year 1 (2009-2010) • Remarks	
14.	It was discussed during the meeting and agreed upon that the state of Tamil Nadu can utilize the services of ELCOT (Electronics Corporation of Tamil Nadu Ltd.) for the job of State Project management Consultant (SPMC).	
15.	It was decided to create the bank account as "**CCTNS Project – <StateName>**"	
16.	It was decided to issue fresh notice to the absent states for the meeting on 24.08.2009	

	Action Items	Responsibility	Due Date	Status
1.	Proposed MoU to be send to the States	MHA	25th August 2009	
2.	Suggestions on FRS to be sent by the States	State/UT Nodal Officers	25th August 2009	
3.	Release of RFP for the selection of SDA	CPMC	25th August 2009	
4.	NeGP Implementation Guidelines to be sent to States	MHA	25th August 2009	
5.	Creation of State E-mail & other IDs with the following format cctns_<StateName>@ncrb.nic.in	NCRB	25th August 2009	
6.	Addition of pre-qualification in model RFP for the selection of SI	CPMC	28th August,2009	

7.	Revised State plans (2009-10) to be sent by States	State/UT Nodal Officers	31st August 2009	
8.	Submission of detailed proposals commensurate with the GoI guidelines by Advance States (these are the states which have already established Police Station level ICT Infrastructure at the State level)	State Nodal Officers	31st August 2009	
9.	Meeting between GoI and State of Madhya Pradesh for discussion on implementation and capacity building strategy	State Nodal Officer	1st September 2009	
10.	Release of EOI for central empanelment for consultants	CPMC	4th September 2009	
11.	Meeting proposal discussion • Andhra Pradesh • Gujarat • Karnataka • Maharastra • Punjab	State Nodal Officers	8th September 2009	
12.	Meeting between GoI and State of Manipur for discussion on implementation and capacity building strategy	State Nodal Officer	9th September 2009	
13.	Meeting between GoI and following States/UTs for discussion on implementation and capacity building strategy (first 4 states in F/N and last 4 in the A/N) • Jammu & Kashmir • Chandigarh • Delhi • Kerala • Chattisgarh • Uttar Pradesh • West Bengal • Bihar	State/UT Nodal Officers	10th September 2009	
14.	Meeting between GoI and State of Rajasthan for discussion on implementation and capacity building strategy	State Nodal Officer	15th September 2009	
15.	Meeting between GoI and State of Orissa for discussion on implementation and capacity building strategy	State Nodal Officer	16th September 2009	

16.	Meeting between GoI and following States/UTs for discussion on implementation and capacity building strategy • Himachal Pradesh • Dadra & Nagar Haveli • Daman and Diu	State/UT Nodal Officer	17th September 2009	
17.	Meeting between GoI and State of Sikkim for discussion on implementation strategy and capacity building strategy	State Nodal Officer	22nd September 2009	
18.	Meeting between GoI and following States for discussion on implementation and capacity building strategy • Meghalaya • Jharkhand	State Nodal Officer	23rd September 2009	
19.	Meeting between GoI and following States for discussion on implementation and capacity building strategy • Tamil Nadu • Uttarakhand	State Nodal Officer	24th September 2009	
20.	Meeting between GoI and Union Territory of Lakshadweep for discussion on implementation strategy and capacity building strategy	Nodal Officer	25th September 2009	
21.	Regional Workshops on CCTNS implementation to be held in the following locations • Uttar Pradesh at Lucknow – States/UT(UP, Madhya Pradesh ,Bihar, Jharkhand, Orissa, Chattisgarh, Uttarakhand) • Gujarat at Ahemdabad – States/UT(Gujarat, Maharastra, Dadar and Nagar Haveli,Daman and Diu,Goa) • Chandigarh – States/UT (Chandigarh Punjab, Haryana, Rajasthan, Himachal Pradesh, J&K, Delhi) • Karnataka at Bangalore – States/UT(Karnataka, Andhra Pradesh, Anadaman and Nicobar Island, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu) • West Bengal at Kolkata – States (Assam, Manipur ,Mizoram, Nagaland, Sikkim, Tripura, Meghalaya, Arunachal Pradesh)	State Nodal officers of • Uttar Pradesh • Gujarat • Chandigarh • Karnataka • West Bengal	After 15th September (Dates to be decided)	

Annexure I

The following topics should be covered in the proposal to be submitted by advanced states by 31st August 2009 -

Section I – Details of the current ICT implementation in Police

1. Project objectives and outcomes

2. Details of the implementation (Time taken, how many districts, police stations, higher offices, users, functions/services and current service levels if any?)

3. Existing Governance structure and Monitoring and Evaluation mechanisms

4. Details of the outcomes of the implementation (to what extent the implementation has succeeded, how many active users, how much data is getting created, how is the data being utilized by the end-users, any other criteria by which the implementation can be judged)

5. Details of the application (Functionality Overview, Technology Overview, Deployment Platforms, FRS/SRS, standards…)

6. Is the application centralized?

7. Details of the Process Re-engineering and data standardization carried out

8. Details of implemented initiatives (capacity Building, client side infrastructure, sever-side infrastructure, connectivity, undertaken

9. Key issues and challenges faced during implementation and Learning's and suggestions which could be used by other States during implementation

10. Details regarding the existing consultants and application vendors used for implementation

11. Details on any Detailed Project Report submitted or currently prepared?

Section II - Details regarding the proposed CCTNS plan for the State

1. Project objectives and outcomes in accordance to the GoI objectives of ensuring a minimum level of citizen services provided in the implementation Guidelines

2. Proposed additional services and the service levels to be achieved

3. Agreement for data sharing with NCRB and 7 IIFS in the prescribed formats provided by NCRB/MHA

4. The proposal should be in conformance to the requirements specified in the Detailed Project report(DPR) provided by the State

5. Details of the required ICT Infrastructure with justification

6. Functionalities of the proposed application modules. Please provide the FRS/SRS for the proposed application

7. Details regarding interfaces with the external entities

8. Details regarding how the API's provided by Centre /MHA will be used for data sharing

9. Capacity building initiatives to be undertaken

10. Year-wise fund requirements within the limit specified by GOI

11. Proposed Governance structure for implementing the project

12. Project implementation plan with timelines