

17.08.2009

To

The Joint Secretary (Home)
Government of Puducherry
Puducherry.

Sir,

Sub: CCTNS Project - Comments and Feed back on CCTNS -
- submitted - Reg.

Ref: 1) DO Lt. No. 632/CS/PS/2009 of Chief Secretary dt.
27.07.2009.
2) DO Lt. No. 22011/14/2009-SR(CCTNS) of Joint Secretary
(CS), MHA, New Delhi dt. 21.07.2009.
3) OM No. D/19015/2/06/p3 Home Dt. 28/07/09 of Home
Department, Puducherry.

With reference to the letters cited above it is submitted that CCTNS is a part of the national e-governance plan for the "Centralized Planning and Decentralized Implementation" to cater the complete requirements of Police Department, Citizen Service and allied wing of Government which required the service. This is to modernize the Police Force with e-governance in all activities including Human Resource (HR).

MHA had designated NCRB, New Delhi as Nodal Agency which will define the other activities that are to be taken up by the respective states /UTs towards the implementation and functionalization of CCTNS through the State Designated Agency (SDA).

In this regard as per the structure recommended by Directorate of Information Technology received from NCRB, we have formed the following committees:

- a) State Apex committee
- b) State Empowered Committee
- c) State Mission Team
- d) District Mission Team

for the purpose of implementation, review , monitoring , roll out and utilization of funds of CCTNS Project.

In this regard, the office communications vide above reference along with four implementation guidelines (a) Registration Module (Functional Requirements Systems) (b) Implementation guidelines to States (c) Capacity Building Guidelines and (d) Model RFP for states (Draft) were received through Home Department, Puducherry.

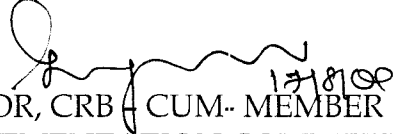
On perusal of the above guidelines, it is learnt the following:

- 1) There are no guidelines differentiating the State / UTs structuring as the existing infrastructure for State is totally different from UT structure.
- 2) The guideline to form State Level Program Management Unit (S-PMU) for UT is yet to be provided by NCRB, which is the basic requirement on the implementation of CCTNS.
- 3) The guidelines to form State Designated Agency (SDA) for UT which will act as a channel for the release of funds from Government of India to states is not received from NCRB.
- 4) The Memorandum of Understanding (MoU) that to be signed between the states / UTs with the Government of India is yet to be received from MHA through NCRB, New Delhi, which will enable the release of fund from the Government of India to the UT identified State Designated Agency (SDA).
- 5) The formation of S-PMC to be conducted through a competitive bidding process and its guideline to UT is yet to be received from NCRE.
- 6) The identified S-PMC will prepare a Detailed Project Report (DPR) for the Union Territory utilizing the model Request for Proposal (RFP) sent by MHA. This Detailed Project Report will act as a "Blue Print" for the Union Territory of Puducherry towards the implementation of CCTNS at UT.
- 7) This Detailed Project Report (DPR) will determine / schedules the time-to-time tentative programme, release of funds and identifying the State System Integrator (SI).

Hence it is requested to get clarification from NCRB / MHA to proceed further in this regard please.

This issue with the approval of DGP.

Yours faithfully,


17/10/08
DIRECTOR, CRB CUM. MEMBER
CIPA IMPLEMENTATION COMMITTEE
PUDUCHERRY.

4. RELEASE OF FUNDS TO STATES

CCTNS, being a 100% centrally funded scheme, will provide all states with the required funding to run the program in the current Plan period up to 2011-12.

The scheme would finance the following components under CCTNS: CCTNS application to address the police functionality under the scope of CCTNS, procurement and installation of hardware (including PCs and peripherals), connectivity infrastructure, state-level Data Centers, site preparation and commissioning, capacity building and handholding, digitization of historical data, data migration from legacy systems (if any) and specialized applications and infrastructure (that are approved under the CCTNS schemes). These components would be provided as a "bundle of services" to be executed by a Systems Integrator at state level. Funds would be released only against the procurement of the prescribed "bundle of services" and not against the procurement of individual components thereof.

The following costs, if any, will be borne by the states: building cost, civil infrastructure, manpower costs, recurring and operational costs such as electric power, consumables, communications tariffs, etc.

During the year 2009-10, funding will be released to states for engaging a State Project Management Consultant (S-PMC) and for Capacity Building initiatives. Funding for other activities would be released only upon the selection of state level SI.

RULES GOVERNING THE RELEASE OF FUNDS

1. Funds to states would be released and would be linked to the progress of implementation at the state level and achievement of pre-defined milestones and service levels.
2. All costs related to CCTNS, capital and recurring, incurred beyond the current plan period (end of 2011-12) will be borne by the states.
3. Funds shall be released to states subject to states meeting the following conditions:

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- i. Enter into an agreement with GOI by signing a Memorandum of Understanding (MoU) proposed by GOI
 - ii. Institute the Governance Mechanism in alignment with the guidelines provided by MHA
 - iii. Identification of a "State Designated Agency" to act as a channel for the release of funds from GOI to states (refer to Sec. 5 for details)
 - iv. Agree to bear all expenses beyond the current plan period (after 2011-12)
 - v. Agree on achieving the outcomes and service levels defined in the scheme
 - vi. In case of states that have already implemented applications of their own and would like to continue with these applications, the states must demonstrate that their applications meet the key requirements of CCTNS project and that they would be able to share the data that NCRB would require of them

5. STATE DESIGNATED AGENCY

For a project of this complexity, it would be advantageous to have a "State Designated Agency", (agency/society/public sector unit) at the state level that would serve as a channel for transfer of funds from GOI to states and from state governments to the vendors implementing CCTNS. Identification of such an agency/society and routing funds through it would ensure the following:

- Timely payments for time-critical events
- Strict control on utilization of funds for intended purpose
- Sustainability even beyond plan period
- Enable States in timely hiring of experts and internal capacity building

Such a structure is also in alignment with NeGP guidelines for MMPs of similar nature (as specified by DIT, GOI).

However, recognizing also that a proliferation of societies and agencies at the state level is avoidable, states are advised not to create a new society/agency to the extent possible and instead utilize an existing society/agency/public sector unit for this purpose.

If, however, states are unable to identify such an agency, they may create a new society/agency for this purpose. This option should be considered only as a last resort and under the stipulation that there would be no post creation or capital investment.

STATE PROJECT MANAGEMENT CONSULTANCY (S-PMC)

Since the implementation of CCTNS and a significant part of the functionality of CCTNS application are driven by the states, states are advised to appoint a *State Project Management Consultant* to support the State Empowered Committee in the following areas (indicative only):

1. Preparation of Detailed Project Report (DPR)
2. Assisting the state in identifying the state Systems Integrator (SI):
 - a. Customizing the model RFP (Request for Proposal) provided by MHA/NCRB
 - b. Releasing the RFP assisting the state in managing the bid process
 - c. Assisting the states with the assessment of techno-commercial appraisal of bids in identifying the state level Systems Integrator (SI)
3. Developing the functional specifications for the extensions/enhancements of CCTNS application not covered by MHA/NCRB.

Funds will be released during 2009-10 to states for engaging an S-PMC.

Guidelines (model Terms of Reference) to identify the S-PMC would be provided by the central nodal agency (NCRB on behalf of MHA) to the states.

CREATION OF STATE DETAILED PROJECT REPORT (DPR)

States would prepare a Detailed Project Report (DPR) with the help of S-PMU, to act as a blue print for the implementation of CCTNS. The release of actual funds would be determined on the basis of C PMU (Central PMU)'s assessment of the DPRs submitted by states.

The DPR should be appraised by the State Apex Committee/State Empowered Committees before being forwarded to MHA/NCRB for their assessment.

A model DPR would be provided to states by the central nodal agency NCRB on behalf of MHA.

STATE PROGRAM MANAGEMENT UNIT (S-PMU)

In order to monitor the progress on CCTNS at the state level and to support the state CCTNS Apex Committee and Empowered Committee in managing the implementation, states would engage a state-level Program Management Unit (S-PMU).

The scope of S-PMU's work would include the following:

- Overall project planning and management in collaboration with state Empowered Committee and State/District Mission teams; includes planning, supervising the overall progress of the project, monitor conformance with the timelines, budgets and service levels.
- Review the scope and technical solutions (covering all CCTNS components) provided by the SI
- Acceptance testing and acceptance
- Perform structured transition and rollout
- Post-deployment reviews
- Confirm and monitor service levels through the engagement with the SI through periodic reviews
- Monitor the implementation of the project according to the project plan and report to the state Empowered Committee and C-PMU
- Assess the progress of the implementation and recommend release of funds to the systems integrator

~~Guidelines for the formation of a S-PMU would be provided to states by the central nodal agency, NCRB (on behalf of MHA).~~

~~States would identify the S-PMU through a competitive bidding process.~~

PREPARATION OF REQUEST FOR PROPOSAL (RFP) FOR THE SELECTION OF STATE SYSTEMS INTEGRATOR (SI)

CCTNS adopts a "bundling of services" approach to implementation. Accordingly, all the implementation components at the state level are "bundled" and contracted out to a single Systems Integrator (SI) who would act as a single point of contact and accountability for the implementation and performance of CCTNS. The bundle of services would include the following:

1. The SI would customize and implement CCTNS core application provided by NCRB
2. The SI would develop and deploy additional functionality that is scoped under CCTNS (for some of the additional functionality, the central nodal agency would provide the functional specifications to ensure standardization across states).
3. Procurement, installation and commissioning of hardware (including PCs, peripherals, etc.) at police stations and higher offices including site preparation
4. Procurement, deployment and commissioning of communications infrastructure at all police stations and higher offices; building and commissioning of state Data Center
5. Capacity building
6. Change management
7. Procurement, configuration and commissioning of specialized infrastructure and applications as necessary

The SI would be held responsible for the outcomes of the program and their payments would be linked to the progress of the project as well as the outcomes of the program.

Each state would select a SI who would be selected by the state through a competitive bidding process.

MHA/NCRB would provide the states with a model RFP that could be used to select the SI. The states, with the help of S-PMC could customize the model RFP to their unique requirements and invite bids.

TO CAPACITY BUILDING

CCTNS would fund two key aspects of capacity building:

1. Enhancement of training infrastructure in states
2. Providing several training programs for members of police staff.

ENHANCEMENT OF TRAINING INFRASTRUCTURE

Funds would be provided to upgrade training infrastructure in police units and government training centers including SCRBx, District Police HQ, RPCTC and RTC/PTC.

The guidelines for upgrading these are provided as part of a separate note titled *Capacity Building Guidelines to States*.

TRAINING PROGRAMS TO MEMBERS OF POLICE DEPARTMENTS

The training and communications programs of CCTNS target different user categories within the state police organizations, some of which are:

- Police staff playing the roles of investigating officers, station writers, duty officers, etc.
- Station House Officers
- Senior police officers
- Police personnel who would be providing technical support to CCTNS
- Police personnel who would be providing training support to CCTNS

The training programs for different user categories would be different and would fall along four key themes, which are:

- Sensitization and Awareness Creation regarding basic ICT and Basic Computing Skills training
- Role/process specific training programs for different CCTNS user categories
- "Train the Trainer"

- Systems administrator training for members of the police staff with the required aptitude for IT

Funds will be released to states during 2009-10 for carrying out the Capacity Building activities planned for 2009-10.

Detailed guidelines in planning Capacity Building programs in states are provided as part of a separate note on *Capacity Building Guidelines to States*.

All training programs would be delivered by the SI engaged by the state.

USERID : PROJECTCTNS_PY@NCRB.NIC.IN

Password : NCRB1234

URL

HTTPS://MAIL.NCRB.NIC.IN/EXCHANGE

Crime & Criminal Tracking Network System.

NCRB - Project Implementation Unit.