



सत्यमेव जयते

D. K. KOTIA, IAS  
JOINT SECRETARY (POLICE MODERNIZATION)  
Tele Fax: 23383827  
D.O. No. 24021/9/2008-PM-

भारत सरकार  
GOVERNMENT OF INDIA  
गृह मंत्रालय  
MINISTRY OF HOME AFFAIRS

353

OFFICE OF THE SECRETARY	जैसलमेर हाऊस
26, मानसिंह रोड, नई दिल्ली-110003	
Postal No. 478/CS/08/2	JAISALMER HOUSE
Received 22/12/08	26, MANSINGH ROAD, NEW DELHI-110003
Postal No. 23/12/08	

जैसलमेर हाऊस

26, मानसिंह रोड, नई दिल्ली-110003

JAISALMER HOUSE

26, MANSINGH ROAD, NEW DELHI-110003

Dated: 17<sup>th</sup> December, 2008

Dear Madam Jayaseelan

As you are aware, the Government of India has launched the Crime and Criminal Network Tracking and System (CCTNS) Project. The project has been approved by Planning Commission as Mission Mode Project under the National e-Governance Plan of Govt. of India.

2. The project will establish a countrywide network covering almost all the 14,000 police stations and about 6,000 other higher police offices. CCTNS will be established through adoption of principles of e-Governance and creation of a nation-wide networking infrastructure for evolution of ICT-enabled state-of-the-art tracking system around "investigation of crime and detection of criminals". There is provision of Rs. 2000 Crores in the 11<sup>th</sup> Five Year Plan and the current year allocation is Rs. 210 Crores.

3. I am pleased to inform you that this Ministry organized a Workshop of all States/ UTs on 03<sup>rd</sup> and 04<sup>th</sup> December 2008 held at NCRB, New Delhi. A copy of the Model State DPR/Plan and Guidelines to fill up Proforma for ascertaining State/UT requirements have already been sent to DGPs and Nodal Officers of all States/UTs vide D.O. dated 5<sup>th</sup> December 2008.

4. As an integral part of the implementation frameworks, the respective State/UT Governments will play the significant role in implementation of the project in their respective States/UTs. At the State/UT level, following committees/teams need to be formed at the earliest to review progress, implementation, roll out, monitor utilization of funds, issue Policy Directions/Guidelines for CCTNS project :

- State Apex Committee
- State Empowered Committee
- State Mission Team
- District Mission Team

The Guidelines regarding formation and suggested composition for above mentioned Committees / Teams are enclosed as **Annexure -1**.

5. You are kindly requested to intimate to this Ministry the details along with Name of members of the Committees/Teams formed in your State/UT latest by 31.12.2008.

With Regards,

Yours Sincerely,

*D. K. Kotia*

(D. K. Kotia)

Enclosure: Annexure-1 – Guidelines and Suggested Composition of State./UT Committees/ Teams for CCTNS implementation.

Ms. Naini Jayaseelan,  
Chief Secretary,  
UT of Puducherry,  
Puducherry.

NO. 1760 / PA / Home

of C. Kotia

Recd  
22/12/08

22/12/08

nl

22/12/08

**GUIDELINES AND SUGGESTED COMPOSITION OF  
STATE./UT COMMITTEES/ TEAMS FOR CCTNS IMPLEMENTATION**

**1. State Apex Committee**

This committee will be headed by the Chief Secretary and will be responsible for following:

1. Review progress of project
2. Monitor utilization of funds
3. Issue of Policy Directions
4. Issue of Guidelines etc.

The suggested composition of **State Apex Committee** is as following:

<b>Members</b>		<b>Composition Suggested</b>
Member 1	Chairperson	Chief Secretary
Member 2	Co-Chair	Principal Home Secretary
Member 3		Secretary Finance
Member 4		IT Secretary
Member 5		Head of SCRB
Member 6		Representative of NIC
Member 7		Representative of GoI, MHA
Member 8	Convener	Nodal Officer (CCTNS Project)
Member 9		Any other member co-opted from the field of IT, Telecom etc.

**Frequency of Meeting:** Once in a quarter.

**2. State Empowered Committee**

This Committee will be headed by the DGP and will be responsible for following:

1. Allocation of funds
2. Approval of BPR (Business Process Reengineering) proposals.
3. Sanction for various project components, as may be specified, including the Hardware/Software procurement.
4. Approval of various functionalities to be covered in the Project.
5. Review progress of the Project.
6. Ensure proper Training arrangements.
7. Ensure deployment of appropriate handholding personnel.
8. Other important policy and procedural issues.
9. Guidance to State/District Mission Teams.

The suggested Composition of State Empowered Committee is as following:

Members		Composition Suggested
Member 1	Chairperson	DGP
Member 2	Co-Chair	Head of SCRB
Member 3		Representative of NCRB
Member 4		Representative of Home Department at State level
Member 5		Representative of Finance at State level
Member 6		Director e-governance or representative of IT Department
Member 7		NIC representative at State Level
Member 8		Representative of State Implementation agency
Member 9	Nodal Officer –as Convener	ADGP/IG level office as nominated by DGP
The Committee may co-opt any other member who		enever, felt necessary.

**Frequency of Meeting:** Once in a month

### 3. State/UT Mission Team

**The State/UT Mission Team will be headed by the** Nodal Officer for CCTNS Project/Head of SCRB, whoever is senior. The State/UT Mission Team will be responsible for following:

1. Operational responsibility for the Project.
2. Formulating Project Proposals.
3. Getting sanction of GoI for various projects.
4. Hardware roll-out and operationalisation.
5. Co-ordination with various agencies.
6. Resolution of all software related issues, including customization.
7. Resolution of all other issues hindering the Project Progress.
8. Any other decision to ensure speedy implementation of the project.
9. Assist the State Apex and Empowered Committees

The suggested composition of **State Mission Team** is as following:

Members		Composition Suggested
Member 1	Mission Leader	Nodal Officer*
Member 2		Head of SCRB
Member 3		Head of Implementing Agency
Member 4		State Informatics Officer (SIO), NIC
Nodal Officer/ Head of SCRB, whoever is senior		will be the Mission Leader

**Frequency of Meeting:** Once in a month.

4. **District Mission Team**

The **District Mission Team** will be headed by the SSP/SP of the respective district and will perform the following functions:

1. Prepare District Project Proposal.
2. Ensure proper Rollout of the Project in each selected Police Station.
3. Ensure hardware and software installation, and operationalisation of the Project.
4. Training of all police personnel in the District.
5. Site preparation and availability of all utilities.
6. Ensure separate account keeping for the Project.
7. Appointment and proper utilization of handholding personnel.

The suggested composition of **District Mission Team** will have the following members:

<b>Members</b>		<b>Composition Suggested</b>
Member 1	Chairperson	SSP/SP of the District
Member 2	Convener	One officer of DCRB
Member 3		DIO of the NIC District Centre
Member 4		One officer from District Police having computer knowledge

**Frequency of Meeting:** Once in a month.

361

No.D/19015/2/06/P3/H  
Government of Puducherry  
Home Department

\*\*\*

Puducherry, dt.09.01.2009

OFFICE MEMORANDUM

Sub: Home (Police) – Details of name of Members of the Committees /  
Teams formed for implementation of Project at State / UT level – Reg.

Ref: D.O.Lr.No.24021/9/2008-PM-I dated 17.12.2008 from Joint Secretary  
(Police Modernization), M.H.A., New Delhi.

\*\*\*

A copy of the reference cited on the above subject forwarded herewith.

- 2. It is requested to furnish the proposals called for therein for further processing.

*o/k* *George K. Maram*  
(GEORGE K. MARAM)  
DEPUTY SECRETARY TO GOVERNMENT

To  
The Director General of Police,  
Puducherry.

*9/1*  
*R. J. J. ag.*  
DESPATCHED