

The Right to information ACT, 2005

Information under
Section 4 (1) b of RTI Act, 2005
(Template)

Name of Organization
Department of Information Technology
Government of Sikkim

Chapter 2

Organisation, Functions and Duties

[section 4 (1) (b) (b)(i)]

2.1 particulars of the organization, functions and duties:-

Sl. No.	Name of the organization	Address	Functions	Duties
1	Department of Information Technology	Annexe I Secretariat, Top Floor, Kazi Road Gangtok-737101 Sikkim	All works related to Information Technology & Computerization in the State	<ol style="list-style-type: none"> 1. Introduce e-governance for empowering the citizens and making life easier for them. 2. Facilitate income and employment generation in Information Technology in the Private sector 3. Bring about administration efficiency in the Government through Management Information system (MIS) and computerization. 4. Carry out capacity building & training programmes in computers to government employees 5. Vet proposals pertaining to purchase of computers & peripherals for Government departments. 6. Induct the latest communication and information technologies into the State. 7. Use Information Technology tools to bring succor to the physically and mentally challenged. 8. Encourage the establishment of computer training institutes, software technology parks and also stimulate investments in the field of I.T in the private sector

Chapter 3

Powers and duties of officers and Employees

[Section 4 (1) (b) (ii)]

3.1 please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No.	Name of the officer/employee	Designation	Duties allotted	Powers
1	Mr. M G Kiran, IAS	Statutory: Secretary / Adjudicating Officer	Head of Department	ALL
		Administrative: Head of Department	ALL	ALL
		Financial: As per delegation of powers issued by FRE Department	ALL	ALL
		Other:		
2	Mr. R Verma	Statutory: Director	Head of Office	ALL
		Administrative:	Supervision of all projects	ALL
		Financial:	ALL	ALL
		Other:		
3	Mr. H K Chettri	Statutory: Joint Secretary		
		Administrative:	Over all administrative work & project supervision	ALL
		Financial:	DDO	DDO
		Other:		
4	Mr. T Samdup	Statutory: Dy Director		
		Administrative:	Oversees works related to Call Centre, NeGP, Multimedia, ITCP etc Project formulation & implementation	
		Financial:		

		Other:		
5	Mr P S Rai	Statutory: Asst Director	work related to Sikkim Connect Project and other Network related projects	
		Administrative:		
		Financial:		
		Other:		
6	Mr P V Basnet	Statutory: Asst Director		
		Administrative:	Maintenance & updation of www.sikkim.gov.in , supervision of CICs in the East & North District.	
		Financial:		
		Other:		
7	Mr D K Chettri	Statutory: Asst Director		
		Administrative:	Software development for other departments, Supervision of CICs in the South & West District	
		Financial:		
		Other:		
8	Mr A Tamang	Statutory: Asst Director	Software development & implementation of the developed software in other departments	
		Administrative:		
		Financial:		
		Other:		

Chapter 4

Procedure followed in Decision-making process

[Section 4 (1) (b) (iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & planning	The Goal setting and Mission statements are discussed with all the departments staff.	The Goals once set processed in a file and forwarded to the Secretary of the Department for approval.	Chief Minister who is also the Minister in Charge for the Department
Budgeting	The expenditure involved is usually forwarded to the DPERNECA & Finance, Revenue & Expenditure Department for sanction of the required amount.		
Formulation of programmes, schemes and projects	The Officials of the department in consultation with the other user departments		

	through Planning & Finance Department		
Recruitment/ hiring of personnel	Recruitment is done through the Department of Personnel & DPC		
Release of funds	Upon approval of the Project the funds are made available from the Departments budgeted allocation		
Implementation/ delivery of service/ utilization of funds	Time Frame is set and the work is executed through Government Agency like STCS/SIMFED or a vendor on lowest quotation basis		
Monitoring & evaluation	Monitoring is done as per importance of Project.		
Gathering feedback from public	Feedbacks are received through website and also manually from brochures etc		

Activity	Description	Decision-making process	Designation of final decision-making authority
Undertaking improvements	Any file pertaining to projects or administrative	File sent to Planning & Finance for concurrence	HCM/ minister-in-charge through Planning & Finance.

4.2 prepare flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered b the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered b the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the function discharged/ service delivered to citizens.

1. Hosting of policies on our website with provision of receiving feedback
2. Meeting the Panchayats regularly regarding CICs

Chapter 6

Rules, Regulations, instruction, Manual and Records, for Discharging functions

[Section 4 (1)(b)(v)& (vi)]

6.1 please provide lists and gist of rules, regulation, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following in the format.

1. Sikkim State IT Recruitment Rule 2001
2. Sikkim State Subordinate IT Recruitment Rule 2005
3. Work Distribution Office Order
4. Financial as per Sikkim Finance Rule
5. Administration as per the Rule Books of the Government

Chapter 7

Categories of Documents held by the public Authority

Sl. No.	Description	Gist of contents	Price of the publication if priced
1	Sikkim State Information Technology Recruitment Rule ,2001	Rules governing the recruitment, promotion etc of Gazetted officials in the Sikkim IT Service	
2	Sikkim State Information Technology Subordinate Recruitment Rule ,2005	Rules governing the recruitment, promotion etc of Non Gazetted officials in the Sikkim IT Service	
3	Information Technology Act - 2000	IT Act for all IT related issues	
...			
	instructions		
1			
2			
...			
	Manuals		
1			
2			
...			
	Records		
1			
2			
...			
	Publications		
1			
2			
...			

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1) (b) v (iii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Boards, council, Committees, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
State Apex Committee	Chief Secretary, Principal Secretary Finance, Development Commissioner, Secretary Health, Commr cum Secy RDD,PCE cum Secretary Power, Secretary Agriculture, Commr cum Secretary Tourism, Secretary IT, Additional Director IT	All powers related to formulation of Policies etc in e-governance related matters of State Government	No
CRTI (Centre for Research & Training in Informatics)	Secretary, Director, Joint Secretary, Deputy Director, Asst. Director of Information Technology Department, Government of Sikkim	CIC Salaries & IT projects	No

9.2 If minutes of meetings are accessible to the Public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contact.

Chapter 10
Directory of officers and Employees
[Section 4(1) (b) (ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

S No	Name of office/administrative unit	Name, Designation & Address of officer/Employee	Telephone & Fax office tel: Residence tel: Fax:	Email
	Department of Information Technology	1. Shri. M G Kiran, IAS Secretary 2. Shri. R Verma Director 3. Shri. H K Chettri Joint Secretary 4. Shri. T Samdup Deputy Director 5. Shri. P S Rai Assistant Director 6. Shri. P V Basnet Assistant Director 7. Shri. D K Chettri Assistant Director 8. Shri. Ashim Tamang Assistant Director 9. Ms. A Thapa Programmer 10. Ms K Chettri Accountant 11. Ms R Sharma Stenographer 12. Ms B Pradhan UDC 13. Shri. S B Subba Stenographer	202691 (O) 231889(R) 227426 (O) 280672 (R) 202601 (O) 203766 (R) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O) 202601 (O)	mgkiran@hotmail.com vermar@nic.in hchhetri@nic.in premvijay@nic.in

Chapter 11
Monthly Remuneration received by officers and Employees, including the
System of Compensation as provided in regulations
[Section 4 (1) (b) (x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
	Secretary	Scale Rs.18200-21000	Regular government servant
	Director	14300-400-18300	Regular government servant
	Joint Secretary	11000-350-16250	Regular government servant
	Deputy Director	9000-300-13800	Regular government servant
	Assistant Director	7000-225-11500	Regular government servant
	Programmer	5500-175-9000	Regular government servant
	Accountant	4500-135-7200	Regular government servant
	UDC	4000-100-6000	Regular government servant
	Stenographer	4300-125-6800	Regular government servant
	Peon	2850-55-4170	Regular government servant
	Driver	3200-80-4800	Regular government servant

Chapter 14

Particulars of Recipient of the concession, Permits or Authorization Grant by the Public Authority [Section 4 (1) (b) xiii]

13.1 Provide the names and addresses of the recipient of benefit under each programmes /schemes separately in the following format.

Institutional beneficiaries.

Name of Programmes/Scheme				
Sl.no	Name and the address of the recipient institutions	Nature /quantum of benefit granted	Date of grant	Name & Designation of granting authority

Name of Programmes/Scheme				
Sl.no	Name and the address of the recipient institutions	Nature /quantum of benefit granted	Date of grant	Name & Designation of granting authority

Individual Beneficiaries:

Name of Programmes/Scheme				
Sl.no	Name and the address of the recipient Beneficiaries	Nature /quantum of benefit granted	Date of grant	Name & Designation of granting authority

Name of Programmes/Scheme				
Sl.no	Name and the address of the recipient Beneficiaries	Nature /quantum of benefit granted	Date of grant	Name & Designation of granting authority

Chapter 15

Information Available In Electronic Form

[Section 4(1)(b) x (IV)]

15.1 please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom?)
	www.sikkim.gov.in	Detail information regarding Sikkim Government Departments, Rules, Information, News, Transfer, etc.	Director & Asst. Director, IT Department

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records/documents are made available to the public.

Chapter 16

Particulars of facilities available to citizens for obtaining information [Section 4(1)(b) xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of facility/Name etc.)	Details of Information made available
Notice Board	»	Government Circulars, Departmental Notices etc
News Paper Reports	»	Press releases
Public Announcements	»	Haat Day announcements by CIC operators for generating public awareness to use and advantages of IT
Information Counter		
Publications		
Office Library		
Websites	» www.sikkim.gov.in	Official website of the Government of Sikkim with all rules, gazettes, transfers etc of the State Government
Other facilities (Name)	» Community Information Centres	45 CICs established in various places of the State

Chapter 17

Names, Designations and other particulars of public information officers

[Section 4(1)(b) xvi]

17.1 please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

Sl.No	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Department of IT	R Verma Director	227426 (O), 280672 (R)	vermar@nic.in

Assistant Public Information Officer (s)

Sl.No	Name of office/administrative unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Department of IT	H K Chettri Jt. Secretary	202601 (O), 203766 (R)	hchhetri@nic.in

Sl.No	Name Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	R.K. Purkayastha, Secretary Law Department	Government of Sikkim	202461 (O), 281474 (R) 202309 (F)	

Chapter 18

Other Useful Information

[Section 4(1)(b) x vii]

18.1 please give below any other information or details of publications which are of relevance or of use to the citizens.

1. Sikkim Information Technology Policy
2. Citizen Charter of the Information Technology Department
3. Official website of the Government of Sikkim www.sikkim.gov.in

18.2 You may mention here information of your department which is excluded under section 8(1) of the act and/or under Rules of the state government as a guidance to the public seeking information from your department.

Place:

Date:

Name and Designation
of the Officer
Department

(NOTE): Information provided in these chapters should be updated from time to time and revised date should be mentioned.