

# General Administration Department (Personnel Division)\*

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and  
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## 1. Key Performance

Savings for the Government:-

- Due to online processing of letters and consequent auto-maintenance of data, 472 posts of clerk have been abolished as on 01/08/08 resulting in a saving of Rs. 5.45 crores per annum.
- Paper consumption is reduced because of online processing of files.

## 2. Government and Employee Centric

Activities implemented successfully using IWDMS  
(Integrated Work-Flow and Document Management System):-

- **Online Letter and File processing:-**  
During 01-04-2006 to 22-08-2008,
  - 1,52,118 Letters are entered and processed online.
  - 86,146 Online file processing within GAD (Personnel).
  - 14,271 UORs (Files from other departments) are processed online.
- **Leave Module:-** Online leave processing for employees in GAD and IAS Officers.
- **EIS Module:-** Database of Employees Information of 225 IAS officers and 139 GAS officers and 3388 State Secretariat Employees.
- **Secretaries' Meeting Module:-** Online processing of creation, approval and issuance of minutes of State Secretaries' meeting.
- **Monthly Review Meeting Module:-** Online processing of Data for Departmental Monthly Review Meeting using 16-points module; progress/status is reviewed by Additional Chief Secretary (Personnel) online.
- **Payroll Module:-** Pay bills are generated online and salary-slip is sent online to all in GAD.

Activities Other than IWDMS:-

- **Central Record Room Module:-** 4,50,981 pages of 4683 files scanned and uploaded as on 21/08/08.
- **Central Registry Module:-** Computerized Central Registry works as central post office for Ahmedabad and Gandhinagar Government offices.

### 3. Integrated Government

- **IWDMS (Integrated Work Flow and Document Management System):** For online processing of letters, files, leave, generating salary slip spread all over the secretariat.
- **IACMMS (Integrated Access Control Man Management System):** It records in-out of employees as well as the visitors in Gujarat Secretariat and it has enabled the department to discard manual attendance registers.

### 4. Government Efficiency

**97% disposal** of letters and files aged over 10 days which shows improvement in efficiency.

### 5. Innovation and Best Practices

- Monitoring of pendency of letters and files using specially customized "Work-Sheet Disposal" (WSD) Report.
- Monitoring of usage of IWDMS using Daily/Monthly Login Reports.

### 6. Policy & Strategy

#### **Capacity Building for Implementation of e-Governance (State Level):-**

- Computer Knowledge made compulsory for Appointments and Promotion (01-10-06)
- Arrangements have been made for imparting computer training to all State Government employees. As on 31st July, 2008, more than one lakh (1,07,067) employees out of 4,63,140 have appeared in the computer examination (23.11% of the Government employees). 55,597 employees passed the exam (52% of those who appeared).
- Training centers designated = 266 + 155 private = 421
- Training capacity = 41,628 per annum

### 7. Infrastructure

- Central Application Servers, Database Servers, SAN (Storage Area Network) and Tape Library for IWDMS are managed by Department of Science & Technology as IWDMS is spread across the secretariat.
- 3 Application Servers, 2 Database Servers, SAN (Storage Area Network) and Tape Library for applications other than IWDMS are managed by the department.
- 248 P-IV desktops in the department to use these applications are connected through wired Ethernet/WiFi and with GSWAN (Gujarat State Wide Area Network) too.
- High End Scanners to scan the letters to inward in IWDMS.

- 2 Projectors for online review meeting, presentations and training.

## 8. Technologies

- **Operating Systems:**
  - Microsoft Windows 2003 (Enterprise Edition) (For Servers)
  - Microsoft Windows XP (For Desktops)
- **Front End:**
  - J2EE
  - Oracle 10g (Application Server and Database Server with RAC)
- Use of **Microsoft Office 2003 Indic** made compulsory for Gujarati language as state level policy.

## 9. People & Leadership

**Team of following persons is guided by the Addition Chief Secretary (Personnel) for e-Governance related projects.**

- Chief Information Officer (**CIO**)
- Joint Chief Information Officer (**Joint CIO**)
- Project Manager (**PM**)

## Project Contact Details

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