



सत्यमेव जयते

**GOVERNMENT OF PONDICHERRY**  
**DIRECTORATE OF INFORMATION TECHNOLOGY**

**MANUALS ON RIGHT TO INFORMATION ACT**

**DIRECTORATE OF INFORMATION TECHNOLOGY**  
**(PLANNING AND RESEARCH COMPLEX)**  
**II FLOOR, 505 KAMARAJ SALAI**  
**SARAM, PONDICHERRY**  
**605013**

## MANUAL – 1

### **Particulars of Organization, Functions and Duties**

#### **2.1 Objective**

The Directorate of Information Technology (**DIT**) was created exclusively to provide comprehensive IT solutions for the Government of Pondicherry in a centralized manner. **DIT** provides IT solutions, undertakes e-Governance projects regulates IT proposals to become enabling the Government of Pondicherry to become a smart buyer. **DIT** is also involved in decision making, implementing decisions in collaboration with other governments, Integrating departments within the government, improving relationship with customers and businesses and incorporating value added services to new customers.

Government of Pondicherry has developed an IT policy that outlines the following objectives:

- Access to information for the common man;
- Transparent, efficient, and quick decision making government administration;
- Increased IT literacy and creation of trained manpower;
- Attracting investment in IT related industries with attractive policies;
- Establishment of a good information and communication infrastructure.

#### **2.2 Mission / Vision**

The field of Information Technology and Communication has an explosive growth. The information intensive services have radically changed the world. These changes will give rise to a new society based on knowledge Management. Further new avenues of development, employment, productivity, efficiency, and enhanced factors of economic growth will be made.

Government of Pondicherry recognized this enormous potential of IT and has decided to embark upon an ambitious journey to herald the benefits of IT for the citizens of the Union Territory.

The Government of Pondicherry has, with a vision on Information Technology sector, developed an e-Governance Master Plan covering 16 key departments /directorates, encompassing the overall IT Architecture, Application, Networking and Communication Architecture, IT Organization structure providing Cost estimates for funding the IT initiatives,

and an Implementation Roadmap for the initiatives. The e-Governance Master Plan aims at improving services to citizens and business processes ensuring increased transparency and efficiency in operation across 16 key Government Departments including Chief Secretariat, Legislative Assembly, Accounts & Treasuries, Planning & Research, Economics and Statistics, Information Technology, Revenue, Survey & Land Records, Excise and Commercial Taxes, Transport, Electricity, Civil Supplies, Agriculture, Forestry, Public Works, Health, Education, Industries and Local Administration.

The Government of Pondicherry has been encouraging the use of IT in several government departments and educational institutions. Several departments like Accounts and Treasuries, Civil Supplies, Registration, Land & Records, Commercial Tax, Agriculture, Transport, Electricity, etc., have already been computerized for facilitating the transactions with the public. Incentives offered by the Government have already attracted a sizeable number of computer hardware manufacturers, in addition, IT has penetrated other areas such as banking, shopping, etc. As per IT Policy of the Government of Pondicherry the Directorate of Information Technology functions for smooth and efficient implementation of the various IT related programmes in the Union Territory of Pondicherry.

### **2.3 *Brief History***

The Computerisation process started in the Government way back in 1986 with the installation of a computer system in the Secretariat for automating the activities of the Directorate of Accounts and Treasuries. With the inauguration of the Unit of National Informatics Centre in the Union Territory from 1988 onwards, all the outlying regions namely Karaikal, Mahe and Yanam have been connected for information exchange not only with Pondicherry but also with the rest of the country through VSAT connectivity. All the Government departments have been provided with computer systems and the existing manpower is being trained for wider use of computer applications in day-to-day work. In order to provide a boost to IT related activities in the Union Territory of Pondicherry, the Lt. Governor had approved the establishment of a separate Directorate for Information Technology under the Planning & Research Department vide G.O. Ms. No. 59 dated 19/07/2002 of the Department of Personnel and Administrative Reforms(Personnel Wing), Pondicherry.

## **2.4 Duties**

- Nodal office for purchase of computers, its accessories and related IT hardware and software, providing technical clearances and Rate Reasonableness Certificates (RRC)
- Undertaking e-Governance Projects/Initiatives
- Provide capacity building for e-Governance Projects
- Cater to the citizen centric applications and services.
- Training of Government officials on the usage of IT on a continuous basis.
- Geographical Information Systems for applications like spatial planning, environment protection, utility management, traffic regulations, etc., utilizing NRIS facility.
- Persuing strategic alliances with the private sector to exploit its technical, organizational and financial strengths in the Government Computerisation programme through outsourcing and other innovative processes.

## **2.5 Main Activities/Functions**

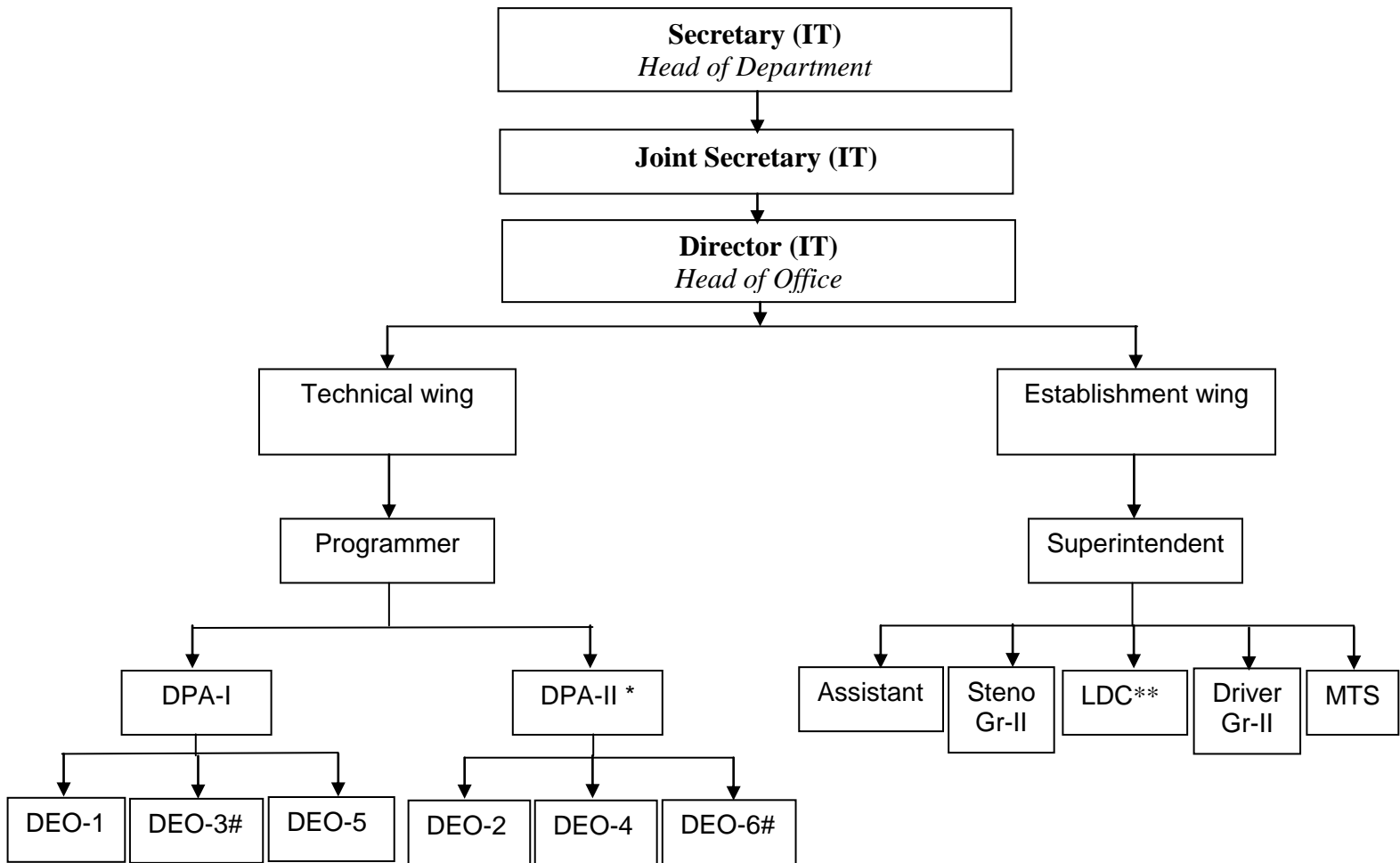
The main activities of the Directorate of Information Technology :

- (a) Undertake Ushering e-Governance projects
- (b) Undertake capacity building for e-Governance projects
- (c) Training of Government officials on the usage of IT.
- (d) Nodal office for purchase of computers and related hardware, software and for technical clearances
- (d) Process standardization through Organisation Process Documentation and Integration (OPDI).

## **2.6 List of services to be provided**

The DIT serves all duties listed in 2.4

## Organization Structure



Note:

\*\* Vacant.

\* Service placement from Chief Secretariat, Puducherry.

# Service placement from Commercial Taxes Department, Puducherry.

2.7 Expectation of the public authority from the public for enhancing its effectiveness and efficiency

No services involving direct public

2.9.1 Arrangements and methods made for seeking public participation/contribution

No.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution  
Complaint box has been provided in this Directorate.

## **2.11 Address**

Directorate of Information Technology,  
Government of Puducherry  
II Floor, Planning & Research Complex,  
505, Kamaraj Salai, Saram,  
Puducherry – 605 013.

## **2.12 Working Hours:**

Working hours of the office:	8.45 a.m. – 5.45 p.m.
Lunch Break :	1.00 p.m. – 2.00 p.m.

## MANUAL 2

### 3.1 Powers and Duties of Officers and Employees:

<b>Designation</b>	<b>Director (IT)</b>	
Powers	Administrative	All administrative Powers rest with Secretary(IT), Government of Puducherry
	Financial	As per the G.O.Ms.No.59/F3/2003, dated 11.02.2003 of Finance Dept. Puducherry
	Others	Nil
Duties		<ul style="list-style-type: none"> <li>• Providing Technical Advice and approval on all IT- related activities</li> <li>• Acting as Head of Office of this Directorate</li> </ul>
<b>Designation</b>	<b>Programmer</b>	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ul style="list-style-type: none"> <li>• Software development/Evaluation/ Support</li> <li>• Assisting the Director(IT) for decision making and submitting the IT-related proposals received from various departments for approval</li> <li>• Any other work assigned by Director(IT)</li> </ul>
<b>Designation</b>	<b>DPA</b>	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ul style="list-style-type: none"> <li>• Assisting the Programmer in processing the IT-related proposals from various departments</li> <li>• Attending Programming work/Training schedule co-ordination</li> <li>• Any other work assigned by the Superiors</li> </ul>

<b>Designation</b>	<b>DEO</b>	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ul style="list-style-type: none"> <li>Assisting the DPAs in processing the IT-related proposals from various departments</li> <li>Attending data entry work</li> <li>Any other work assigned by the superiors</li> </ul>
<b>Designation</b>	<b>Superintendent</b>	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Looking after the establishment section of this Directorate on all establishment /financial matters as per rules and procedures in force.
<b>Designation</b>	<b>UDC</b>	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Assisting the Superintendent on establishment/financial matters.
<b>Designation</b>	<b>Stenographer Grade III</b>	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		To attend phone calls To arrange appointments for visitors To attend other official duties as and when assigned by the Sections.
<b>Designation</b>	<b>LDC</b>	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Assisting the Superintendent on establishment/financial matters.



## **MANUAL – 3**

### **4.1 Rules, Regulations, Instructions , Manual and Records for Discharging Functions**

- In respect of the establishment, the rules prescribed by the Ministry of Finance are followed.

## **MANUAL – 4**

**Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

5.1. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

- Not Applicable

### **IMPLEMENTATION OF POLICY**

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

- Not Applicable

## MANUAL – 5

### 6.1 A statement of the categories of documents that are held by it or under its control.

<b>Sl. No.</b>	<b>Category of the documents</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1	Government Policy	Information Technology Policy	On request / can be downloaded from the departmental website <a href="http://dit.puducherry.gov.in">http://dit.puducherry.gov.in</a>	Directorate of Information Technology, Puducherry

## MANUAL – 6

### **Statement of Boards, Council, Committees and other bodies constituted**

#### **Name and address of the Society:**

Puducherry e-Governance Society (PeGS)  
II Floor, Planning & Research Department Complex,  
505-Kamaraj Salai, Saram,  
Pondicherry – 605013.

#### **Type of Affiliated Body :**

Society under society registration Act 1860

#### **Brief Introduction of the Society:**

- Year of Establishment : 2006

#### **Role/Objective / Main Activities :**

- To take all the steps necessary to fulfill the objective of the Department of IT, Good Governance any Governance for the overall benefit of the citizen and public in the U.T. of Puducherry. To do all such other lawful things as may be necessary.
- To obtain licenses, certificates and privileges for all purposes from all persons, local authorities and the Central and State Government, to renew the same and transfer the same in favour of any person or authorities.
- To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
- To draw, issue, accept and to endorse discount and negotiate promissory notes hundies, bills of exchange, delivery orders, warrants, warehouse-keeping, certificates and other negotiable or commercial or mercantile instruments connected with the business of the Society.
- To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society.
- To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out equipment, improvement, management, administration or control of improvement, management, administration or control of works and convenience and to undertake, execute, carryout, dispose of or otherwise turn to account the same.
- To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concession of the society.

- To let out on hire all or any of the properties of the society including every description of apparatus appliances of the society.
- To open account or accounts with any individual firm or company or with any bank or banks and to pay into and to withdraw moneys from such account or accounts.
- To invest apply for acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the society may think fit.
- To guarantee the payment of money to guarantee become sureties for the performance of any contracts or obligations.
- To create any depreciation fund, reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the society and to transfer any such fund or part thereof to any of the other funds herein mentioned.

**Structure and Member Composition:**

1	Minister (IT)	Chairman
2	Secretary (IT)	Vice-Chairman
3	Joint Secretary (IT)	Member
4	Deputy Secretary Finance	Member
5	Director (IT)	Convenor
6	Senior Technical Director, National Informatics Centre, Pondicherry	Member
7	Programmer (IT)	Member

**Head of the Body:**

- **Chairman.**

**Frequency of Meetings:**

- The board shall ordinarily meet 4 times in a year but the gap between one meeting and other shall not be more than 120 days.

**Can public participate in the meeting:**

- Not applicable

**Are minutes of the meeting prepared?**

- Yes

**Are minutes of the meeting available to public?**

- No

**The names, designation and other particulars of the Public Information Officers:**

**Name of the Public Authority:**

- Directorate of Information Technology

**Assistant Public Information Officer:**

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Resi.			
1	<b>K. RAMESH</b>	<b>Data Processing Assistant</b>	0413	2244750	-	2246090	dpa1it.pon@nic.in	Directorate of Information Technology, Planning & Research Complex II Floor, 505, Kamaraj Salai, Saram, Puducherry – 605013.

**Public Information Officers:**

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Resi.			
1	<b>A. SIVAGNANA GANESAN</b>	<b>Programmer</b>	0413	2231292	-	2246090	progit.pon@nic.in	Directorate of Information Technology Planning & Research Complex II Floor, 505, Kamaraj Salai, Saram, Pondicherry – 605013.

**Department Appellate Authority:**

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Resi			
1	<b>DR. A.S. SIVAKUMAR</b>	<b>Director (IT)</b>	0413	2246090	-	2246090	<a href="mailto:directorit@pon.nic.in">directorit@pon.nic.in</a>	Directorate of Information Technology Planning & Research Complex, II Floor, 505, Kamaraj Salai, Saram, Pondicherry – 605013



## **MANUAL – 8**

### **Procedure followed in Decision Making Process:**

- All IT-related proposals from various departments are examined based on the requirement analysis and finally approved by the Secretary (IT).
- The e-Governance initiatives are processed with the approval of the competent authority and in consultation with the Advisory committee constituted for this purpose.

**MANUAL – 9**

**Directory of Officers and Employees:**

Sl. No.	Name Tvl./Tmt.	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
01	Dr. A.S. Sivakumar	Joint Secretary (IT)-cum-Director (IT)	0413	2246090	8526511270	2246090	<a href="mailto:directorit.pon@nic.in">directorit.pon@nic.in</a>	
02	A. Sivagnana Ganesan	Programmer	0413	2231292	9442787499		<a href="mailto:progit.pon@nic.in">progit.pon@nic.in</a>	No.7, Community Hall Road, Saint Paulpet, Lawspet, Puducherry 605008
03	G. Jaganathan	Superintendent	0413	2231291	9843569990			Plot No.33, Dhrowpathy Amman Koil Street, Dharmapuri, Puducherry 605009
04	K. Ramesh	Data Processing Assistant	0413	2244750	9994457164		<a href="mailto:dpa1it.pon@nic.in">dpa1it.pon@nic.in</a>	8-A, Sri Balaji Apartments, Kanakkan Thottam Street, Pudupet, Lawspet, Puducherry 605008
05	T.A. Charles (on service placement from Chief Secretariat)	Data Processing Assistant	0413	2244750	9994374373		<a href="mailto:dpa2it.pon@nic.in">dpa2it.pon@nic.in</a>	No.5, Lion's Club Street, Kennedy Nagar, Subraya Pillai Chathiram, Puducherry 605001
06	C. Carounanidy	Data Entry Operator	0413	2231294	9442250569		<a href="mailto:deo1it.pon@nic.in">deo1it.pon@nic.in</a>	No.128, Cauvery Street, Ashok Nagar, Lawspet, Puducherry 605 008
07	A. Sivagnanam (on service placement from Commercial Taxes Department)	Data entry Operator	0413	2231294	9442205031			No.15, Second Main Road, Natesan Nagar (West), Puducherry 605005
08	T.V. Saravanan (on service placement from Commercial Taxes Department)	Data Entry Operator	0413	2244750	9894610190		<a href="mailto:deo3it.pon@nic.in">deo3it.pon@nic.in</a>	No.1, Fourth Cross Street, Anna Nagar, Puducherry 605005
09	M. Shanmugam	Data Entry Operator	0413	2231294	9597064850		<a href="mailto:deo5it.pon@nic.in">deo5it.pon@nic.in</a>	No.24, Third Cross Street, Kurinji Nagar, Lawspet, Puducherry 605008
10	P. Varadaradjalou	Data Entry Operator	0413	2231294	9944859676		<a href="mailto:deo2it.pon@nic.in">deo2it.pon@nic.in</a>	No.7, Community Hall Road, Saint Paulpet, Lawspet, Puducherry 605008
11	G. Arunachalam	Data Entry Operator	0413	2231294	9442549994		<a href="mailto:deo4it.pon@nic.in">deo4it.pon@nic.in</a>	No.8, Plot No.43, Ninth Cross Extension, Rainbow Nagar, Puducherry 605001

Sl. No.	Name Tvl./Tmt.	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
12	M. Rajaram	Assistant	0413	2231291	7708273970			No.18, Gangai Amman Koil Street, Pudhu Nagar, Abishegapakkam, Puducherry 605007
13	D. Santhy	Stenographer Gr.II	0413	2231293	9791595281		<a href="mailto:pait.pon@nic.in">pait.pon@nic.in</a>	No.64, School Street, Thengai Thittu, Puducherry 605004
14	S. Kalaivanan	Driver Gr.II	0413	2231291	9994567755			No.69, First Cross Street, Bharathi Nagar, Lawspet, Puducherry 605 008
15	N. Gajapathy	MTS (General)	0413	2231291	9486012368			No.70, Mariamman Koil Street, Bahourpet, Bahour, Puducherry 607402

**MANUAL – 10**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations**

<b>Sl. No.</b>	<b>Name Tvl/Tmt.</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Compensation/ Compensatory allowance *</b>	<b>The procedure to determine the remuneration as given in the regulation **</b>
1	A. Sivagnana Ganesan	Programmer	Rs.63,114/-		
2	G. Jaganathan	Superintendent	Rs.57,990/-		
3	K. Ramesh	Data Processing Assistant	Rs.56,164/-		
4	C. Carounanidy	Data Entry Operator	Rs.56,164/		
5	M. Shanmugam	Data Entry Operator	Rs.56,164/		
6	P. Varadaradjalou	Data Entry Operator	Rs.56,164/		
7	G. Arunachalam	Data Entry Operator	Rs.54,588/-		
8	M. Rajaram	Assistant	Rs.43,440/-		
9	D. Santhy	Stenographer Gr.II	Rs.39,772/-		
10	S. Kalaivanan	Driver Gr. II	Rs.35,682/-		
11	N. Gajapathy	MTS (General)	Rs.33,110/-		

\* The monthly remuneration includes all compensations applicable to employees as per pay rules

\*\* The remuneration determined as per the procedure laid down in the rules

**MANUAL – 11**

**Budget allocated to each category:**

**For Public Authorities responsible for developmental, construction, technical works:**

12.1 Please provide information about the details of the budget for different activities under different schemes.

**Year 2016-17:**

**For Public Authority:**

(Rs. in lakhs)

<b>Sl. No.</b>	<b>Head</b>	<b>Sanctioned Budget</b>	<b>Amount released / disbursed (No. of installment)</b>
1	3451- Secretariat Economic Services-091- Attached offices-091(01)- Directorate of Information Technology 091(01)(01) Puducherry Region Non- Plan	25.00	Full
2	3451- Secretariat Economic Services - 091(02) Introduction of e-Governance- 091(02)(01) Puducherry Region Plan	282.50	Full
3	3451- Secretariat Economic Services-003- Training-003(01) Conduct of Computer Training to the Government Officials 003(01)(01) Puducherry Region Plan	5.00	Full
4	3451-Secretariat Economic Services – 091-Attached Offices (07) – National e- Governance Action Plan (CSS)	463.50	Yet to be released by Gol

**The Manner of Execution of Subsidy Programme**

- Not applicable

**MANUAL – 13**

**Particulars of Recipients of concessions, permits or authorization granted by it**

- Not applicable

## MANUAL – 14

### **Norms set by it for the discharge of its functions**

- As per norms applicable to Government of Pondicherry



**Information available in an electronic form**

- Not applicable

## **MANUAL – 16**

### **Particulars of the facilities available to citizens for obtaining Information**

- 16.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

**Website of the Public Authority:** <https://www.py.gov.in>  
<http://dit.puducherry.gov.in>

**Other Useful Information**

- Nil.