INFORMATION KERALA MISSION

(A Project under the Department of Local Self Government)

ANNUAL REPORT

2004-2005

CONTENTS

ANNUAL REPORT 2004-2005

1. INTRODUCTION

Information Kerala Mission (IKM), the flagship e-governance project of the Government of Kerala, is an attempt to strengthen local governance through Information Communication Technology (ICT) applications. It envisages computerising and networking all the 1223 Local Government Institutions in Kerala. IKM is the largest and most comprehensive Local Body computerisation project in the country. It addresses the entire gamut of issues concerning Local Body governance, Decentralised Planning and Local Economic Development.

IKM envisages a phased transformation of the existing systems to electronic system. It has developed methodologies that suit this purpose. It has adopted a human centred approach to e-governance. This approach is characterised by the holistic and pro-active evaluation of the existing systems and legacy systems, attempts to simplify and transform the existing systems and effecting integration of systems. Systematic attempts at process reforms is also part of it. These would enable faster and objective decision making, more citizen-friendly interfaces and better accountability.

IKM methodology places the employees and functionaries at the central stage of this transformation and focuses on their empowerment and capacity building, as the mechanism for improving performance. The software applications are developed through active user participation. Emphasis is placed on demystification of technologies and establishing adequate technical support systems. Training and handholding are given high priority. IKM has taken out extensive pilot deployment of its application suites. With software applications covering all aspects of local government functioning ready, State level rollout is in progress.

2. The Organisational Setup

2.1 Formation

Government in the Order G.O (MS) No.38/99/Plg (Planning & Economics Affairs 'B' Department) dated 12.08.1999 accorded sanction for the formation of a mission group " Information Kerala Mission" in C-DIT (Centre for Development of Imaging Technology) for computerising the local bodies in the State, visualised as a sequel to the decentralised plan campaign.

The project which was intended for setting up a computer network connecting all local bodies in the State to the State Planning Board, has the following objectives.

   i) To provide computer connectivity between State Planning Board and the local bodies.

  ii) To develop a regular mechanism for monitoring of plans of local bodies.

 iii) To establish a mechanism for automating various operations of local bodies.

 iv) To provide trained manpower to local bodies for operating computer hardware and software.

The executive committee of the C-DIT in its 34th meeting held on 04.06.1999 approved the proposal to take up the implementation of the project and to set up an "Information Kerala Mission" group in C-DIT for the implementation of the programme.

2.2 Functional Organisation

The functional organisation at present (as on 31-03-2005) is as indicated below:

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┌──────────────────────┐   ┌──────────────────────┐
│   Implementation     │   │ Local Self Government │
│  Committee of IKM     │   │     Department        │
└──────────┬───────────┘   └───────────┬───────────┘
           │                           │
           └───────────┬───────────────┘
                       ▼
           ┌──────────────────────┐
           │   Executive Mission   │
           │       Director        │
           └───────────┬───────────┘
                       ▼
           ┌──────────────────────┐
           │    Mission Teams      │
           └───────────┬───────────┘
                       │
           ┌───────────┴───────────────┐
           ▼                           ▼
┌──────────────────────┐   ┌──────────────────────┐
│   Team Members/       │   │ Regional Coordinators │
│   Support staff       │   └───────────┬───────────┘
└──────────────────────┘               ▼
                           ┌──────────────────────┐
                           │ District Coordinators │
                           └──────────────────────┘
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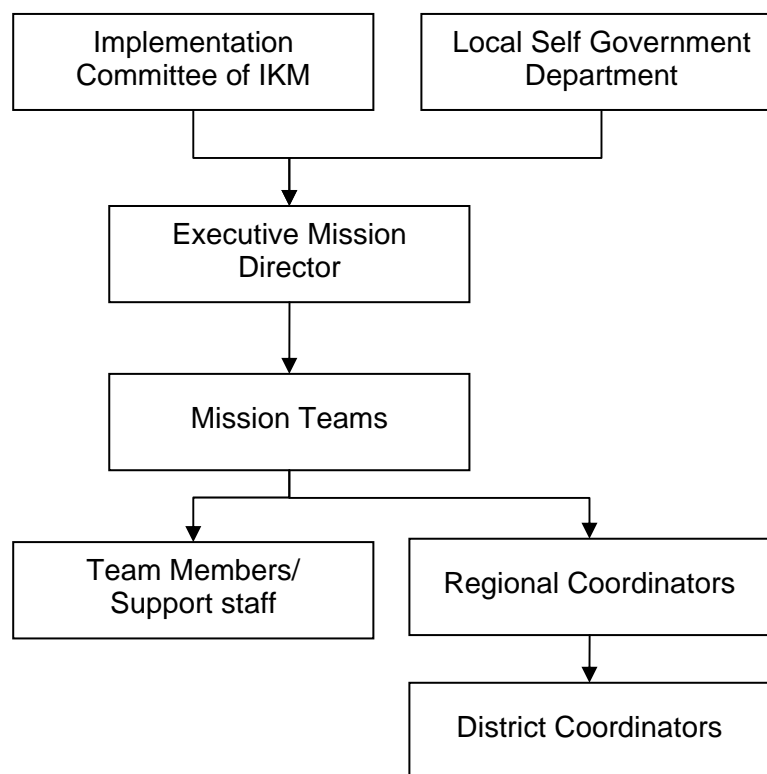
3. Management of the Mission

In order to have an effective monitoring of the implementation of the project, Govt. in the order G.O (MS) No. 38/99/Plg (Planning and Economic Affairs 'B') dated 12.08.1999 constituted an Implementation Committee with the Hon' Minister for Local Bodies as Chairman and Sri. P.V. Unnikrishnan, EMD as Convenor. Besides the Secretaries of LSG, Finance and Information Technology Departments, Sri. I.S. Gulathi the former Vice Chairman, State Planning Board, Dr. T.M. Thomas Isaac and Sri E.M. Sreedharan, Members of State Planning Board were also included in the Committee.

The administrative control of the Information Kerala Mission (IKM) was transferred to the Local Self Government Department as per the G.O. (MS) no. 24/2001/Plg dated 18.07.2001. The Implementation Committee was also reconstituted with Sri. Cherkulam Abdulla, Hon. Minister for LSGD as Chairman.

Consequent to change of guard in Government, the Committee was again re-constituted when Sri. Kutty Ahmed Kutty assumed charge as Minister for Local Self Governments.

The ninth, tenth and eleventh meetings of the Implementation Committee of IKM were held during the current report period, on 7-Apr-2004, 23-Nov-2004 and 2-Dec-2004 respectively. The meetings reviewed the progress of implementation of the computerisation programmes, and gave guidance for effective and coordinated programme management. The budget, action plan, activity report, and statement of expenditure of Information Kerala Mission were approved in the meetings of the Committee.

3.1   Extension of Term of the Mission

The initial term of the Mission which expired on 31.03.2001 [G.O. (MS) no. 38/99/Plg dated 12.08.1999], was extended for one year in G.O. (MS) no. 24/2001/Plg dated 18.07.2001. The term of the mission was extended till 31.03.2004

vide G.O. (MS) no. 219/2002/LSGD dated 17.12.2002. As per this G.O., the administrative control of IKM was transferred from State Planning Board to LSGD and implementation in a Public Private Partnership (PPP) mode was also approved. The term was again extended by one year as per the G.O.(MS). no. 101/2004/LSGD dated 20.03.2004. As per this G.O. the term of the mission will end at the end of this financial year (viz. 31.3.2005). Proposal for extension of the mission for a further period of 2 years has been submitted to Government as the final decision on providing IT infrastructure in local governments has still not been finalised.

3.2   Tender for identification of service provider under public-private partnership

The Government had decided to implement the e-governance in local governments under Public Private Partnership (PPP) mode vide G.O. (MS) No. 219/2002/LSGD dated 17.12.2002, with IKM as the Application Service Provider. The government had granted approval for identification of a service provider (with the help of a bid consultant) by KSIDC vide GO (MS) No. 181/2003/LSGD dated 11.06.2003. Subsequent to that, KSIDC had identified Wipro as bid consultants for managing the tender. KSIDC had submitted a revised Request for Proposal (RFP) document for identifying a service provider to partner with IKM, LSGD and local governments for this project in Build-Transfer-Maintain (BTM) mode, in April 2004 and it was approved by the Government vide G.O. (MS) no. 205/2004/LSGD dated 22.06.2004 (Annexure 1).

Based on this final RFP document, KSIDC floated a global tender on 15-Jul-2004. Notifications were published globally in many newspapers on 19-Jul-2004. Pre-qualification bids were evaluated and the detailed Request for Proposal (RFP) documents were issued to the five short-listed bidders.

   i)   ECIL—NeST consoritium
  ii)   GTL—Reliance—Universal consortium
 iii)   BSNL—L&T consortium
  iv)   CMC Ltd.
   v)   BPL Telecom—HCL Infosystems consortium

A pre-bid conference was held on 21-Sep-2004. Demonstration of IKM applications to the prospective bidders was done on 12-Oct-2004 and site visits to selected locations such as Vellanad Grama Panchayat and Corporation of Cochin was arranged during 14-16 Oct 2004. The bids were submitted by three of the firms/ consortia before the last date of 10-Nov-2004. The technical bids were opened on the same day and the incomplete bid of BSNL—L&T consortium was rejected. The remaining two bidders were:

i) ECIL—NeST consoritium
ii) GTL—Reliance—Universal consortium

They were invited for a presentation of the solution to the Technical Committee on 18-Nov-2004. Samples of hardware were submitted to IKM, as per request of KSIDC by 27-Dec-2004 and the samples evaluated by IKM in presence of Technical Committee members during Dec 2004 to Jan 2005.

The Government had also reconstituted the committee of Secretaries appointed for finalising recommendations of this bid vide G.O. (MS) no. 333/2004/LSGD dated 13.12.2004 (Annexure 2). (The committee was originally appointed vide G.O. (MS) no. 316/2003/LSGD dated 30.10.2003.) Now the committee was to have the following members:

i) Principal Secretary, Finance Department (or his nominee)
ii) Secretary, Information Technology Department
iii) Secretary, Local Self Government Department (Urban)
iv) Secretary, Local Self Government Department (Rural)
v) Secretary, Finance (Expenditure)
vi) Managing Director, Kerala State Industrial Development Corporation (KSIDC) *(convenor)*

The committee was also authorised to invite subject experts for its meetings as necessary. Accordingly the following persons were nominated as subject experts:

i) Prof. G. Jayasankar, former Principal, Government Engineering College, Thiruvananthapuram
ii) Shri N. Krishnan, Additional Director, C-DAC, Thiruvananthapuram

Commercial bids were opened by KSIDC on 11-Jan-2005 and a detailed techno-economical evaluation report on the bids submitted to Government by KSIDC vide letter no. 3954 dated 9-Mar-2005 (Annexure 3).

Regular review meetings were held by the Minister for Local Self Government and Secretary (LSGD) with IKM and KSIDC to follow up on the tender process, during this period.

Further action on the implementation in PPP mode can be taken up on approval of the proposal submitted by KSIDC to Government regarding selection of a service provider.

4. Manpower

The details of original manpower earmarked for constituting the Mission group by C-DIT was approved in its 34th Executive Committee Meeting. Sri. P.V. Unnikrishnan continued as Executive Mission Director throughout the period. The staff strength was subsequently augmented by appointing retired Govt. Servants having extensive knowledge of Domain as consultants and by drafting serving persons on Deputation. The staff strength as at the end of March 2005 is given below.

Sl. No.	Name of Post	Total No.
1	Executive Mission Director	1
2	Employees on Deputation (C-DIT)	5
3	Employees on Deputation (Other Department)	6
4	Project Staff	32
5	Supporting Staff /Software Staff	52
6	Technical Support	101
7	Consultant/Resource Persons	17
	TOTAL	**214**

In view of the fast track programme of implementation of *JanasevanaKendram*s in Municipalities, Technical Assistants were to be positioned in all Municipalities for providing technical support and handholding of the e-governance programme. Based on the list obtained from Supervisory Development Centre (under Department of Technical Education), Kalamassery, 3-year diploma holders (mainly Computer Hardware Maintenance) were interviewed and selected for positioning in Municipalities. They were given intensive training on technical aspects including installation, configuration and troubleshooting Windows Server and Professional, SQL Server, ISM, MS Office, and IKM applications. They were also

given intensive training on the domain part of each software covering local government systems, best practices, processes, etc.

IKM had also been interacting with the Kerala State IT Mission, especially regarding the Akshaya project and the State Information Infrastructure (SII) project.

5. Programmes and Activities – Implementation of E-governance in Local Governments

5.1 Implementation in Corporations

1. Thiruvananthapuram Corporation

The major work during the period in Thiruvananthapuram Corporation was the setting up of *JanasevanaKendram*; a citizen friendly front office for tax collection and births, deaths, marriages certificate distribution. The infrastructure for setting up the *JanasevanaKendram* is in the final stages. It is being set up by the Corporation as per the design and other details submitted by IKM. The work for creating the database for legacy data for birth & death is in progress. The local masters were collected, the pre-processing of the legacy data and the data entry initiated. As part of the setting up of IT infrastructure networking, civil works for *JanasevanaKendram* are nearing completion. Hardware is also being procured by the Corporation. The *JanasevanaKendram* is expected to be made operations shortly.

2. Kollam Corporation

The technical support continued for the *JanasevanaKendram* functioning continued during the period. Proposals were given to Corporation for the 2nd phase computerisation and building up the legacy database such as births, deaths and marriages registration and the revenue database. Plan formulation and expenditure monitoring was carried out with the capturing of decentralised planning data at the district level.

3. Kochi Corporation

The additional networking for extending the computerisation was undertaken. The data collection for building the database for payroll, property tax was carried out. Technical support continued to be provided for the functioning of *JanasevanaKendram* in Cochin Corporation. Designed and hosted a website exclusively for the Corporation (www.corporationofcochin.org).

4. Thrissur Corporation

Technical support continued to be provided for the functioning of *JanasevanaKendram* in main office of Thrissur Corporation. The civil and electrical work related to *JanasevanaKendram* at the five zonal offices was completed. The five zonal offices were operationalised as follows:

i)	Thrissur – Ayyanthole zonal office	Jun 28, 2004
ii)	Thrissur – Vilvattom zonal office	Jun 29, 2004
iii)	Thrissur – Koorkancherry zonal office	Jun 29, 2004
iv)	Thrissur – Ollur zonal office	Jul 31, 2004
v)	Thrissur – Ollukkara zonal office	Jun 29, 2004

Legacy data related to property tax, civil registration database and masters for accounting application were prepared. Premises mapping work related activities such as data collection and verification, field visit, map compilation, digitisation and merging were undertaken for one ward. Designed and hosted a website exclusively for the Corporation (www.corporationofthrissur.org). Data entry of water supply consumers as part of computerisation was completed. Training was imparted to the staff for handling the software deployed in the Corporation and in computer fundamentals.

5. Kozhikode Corporation

Technical support continued to be provided for the functioning of *JanasevanaKendram* in main office of Kozhikode Corporation. Legacy data entry for building of civil registration database was carried out. Initiated action for building the database for computerising the payroll of the employees of the Corporation and as part of it the employee data were collected and processed.

5.2 Implementation in Municipalities

The setting up of *JanasevanaKendram* in Municipalities was initiated under the 100 days' Programme of Government of Kerala. This was the major activity undertaken by IKM during the year.

IKM had already initiated programmes in Municipalities such as Kasaragod, Kannur, Ottapalam, etc. Of this the work of *JanasevanaKendram* was in progress at Kasaragod. This was the Municipality where the *JanasevanaKendram* was first completed, commissioned and inaugurated in November 2004.

The Government approved a fast track programme for implementing *JanasevanaKendram* in all Municipalities vide G.O. (MS) No. 3961/2004/LSGD dated 12.11.2004 (Annexure 4). The Municipalities were requested vide G.O. (MS) no. 79/2004/Plg dated 10.11.2004 (Annexure 5) to amend their annual plan proposals to incorporate this programme as a new project, by modifying existing projects.

For the implementation under the fast track 100-days programme, IKM organised detailed discussion with Chairmen and Secretaries of 27 Municipalities in the Southern Region was held at Mascot Hotel, Thiruvananthapuram during 23 to 25 Nov 2004. Meeting of Chairmen and Secretaries of 26 Municipalities in Northern Region was held from 4 to 6 Dec 2004 at Calicut Towers, Kozhikode.

A detailed proposal was submitted to Government for the implementation with detailed technical specification for all aspects of the *JanasevanaKendram* covering the IT components like Server, Desktop Computers, Printers, UPS, Networking and non-IT items like civil works for the room, colour scheme, furniture (Computer related and for visitors), electrification, etc. was part of the proposal.

The detailed technical scheme and standards for setting up *JanasevanaKendram* in Municipalities was approved by Government vide G.O. (Rt) no. 4174/2004/LSGD dated 30.11.2004 (Annexure 6). In view of shortage of funds and difficulties of certain Municipalities to reallocate the development funds for this programme, IKM was permitted (G.O. (Rt) no. 4238/2004/LSGD dated 2.12.2004 – Annexure 7) to advance funds from the ACA available with IKM for this programme on condition that the Municipalities shall provide an undertaking to IKM. A schedule for completion of the programme was also finalised by Government vide Circulars

no. 54831/D1/2004/LSGD dated 26.11.2004 and no. 55074/D1/2004/LSGD dated 27.11.2004 (Annexure 8).

Almost all, except Municipalities like Alappuzha, Malappuram, and Neyyatinkara entrusted IKM with procurement of IT infrastructure. All the Municipalities, except Nedumangad, Neyyatinkara, Thiruvalla, Alappuzha, Changansassery, Kottayam, Perumbavoor, Kodungallur, Kunnamkulam, Palakkad, Malappuram, and Quilandy entrusted IKM with civil works for *JanasevanaKendram* also.

An exacting schedule to complete all this in 100 days was drawn up. Tenders were floated for identifying suppliers of IT equipment and networking. Civil works including electrification and earthing was entrusted to the Nirmithi Kendras or Costford. Rooms for setting up of *JanasevanaKendram*, as per the approved scheme, with adequate waiting space for citizen was identified by the Municipal Councils.

The activities taken up by IKM include:

  i) Civil works for *JanasevanaKendram*
 ii) Furniture
iii) Electrical wiring for UPS, and lights, fans, air-conditioner in *JanasevanaKendram*
 iv) Network cabling
  v) Supply and installation of server and desktop computers, printers, network switch, UPS, electronic queue management system, etc.
 vi) Training of staff
vii) Support and handholding for operationalising *Sevana* Civil Registration

District level coordinators were trained and positioned in each Municipality to follow up and coordinate the activities. Extensive effort under the supervision of Line of Business Expertise (LOBE) division was also put in to finalise the global and local masters, and test and finalise the *Sevana* Civil Registration application software.

Training for the staff of Municipalities was held at 6 locations.

The first* *JanasevanaKendram* in the fast track programme was completed in Attingal Municipality and inaugurated on 19/01/2005. *JanasevanaKendram* in Changanassery, Paravoor, Pathanamthitta, Thiruvalla, Kottayam Municipalities were also completed during the financial year 2004-05. In the phased rollout planned, these locations were taken up for first phase rollout of the *Sevana* Civil Registration application software.

Teams were identified to visit each Municipality and to commission the Janasevanakendram with operationalisation of *Sevana* Civil Registration software. A helpdesk was also set up at Thiruvananthapuram to handle queries regarding hardware installation, hardware problems, system software and application software.

IKM had submitted a detailed proposal to Government for operationalising *Sevana* Civil Registration system in Municipalities. Government approved the norms for operationalising *Sevana* Civil Registration, and issued orders vide G.O(Rt)No.1288/2005/LSGD dated 31.03.2005.

The *JanasevanaKendram*s which were scheduled for commissioning during this financial year is given as Annexure 10.

5.3 Implementation in Block Panchayats

IKM had submitted a proposal to the State Planning Board to upgrade one of the two computers available in the Block Panchayats to utilise it for running *Sulekha* Plan Monitoring system. This was as a follow-up of the two-day training programme for the EOP&Ms available in all 152 Block Panchayats on *Sulekha* organised by IKM during Feb-Mar 2004 (Circular no. 1579/A1/2004/Plg dated 3.2.2004 – Annexure 11).

The proposal was agreed to by Government and IKM had initiated a tender for procurement of components such as memory (RAM), hard disk and network.

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* *JanasevanaKendram* in Kasaragod Municipality was inaugurated in November 2004; but it was completed before this fast track programme.

There had been delay in getting authorisation from the Rural Development Department / Block Panchayats for this upgrade, as the computers were under the annual maintenance contract of HCL. These issues were sorted out finally, and the upgrade initiated.

5.4 Plan monitoring – DPC Proceedings

The implementation of the *Sulekha* software had been one of the main objectives of IKM. Due to the absence of IT infrastructure in local governments, *Sulekha* had not been deployed for online capture of project formulation and expenditure data. IKM had been capturing the formulation and expenditure data at state level during 2000 to 2002, and at district level from 2003 based on the reports submitted by local governments. On comparing the formulation and expenditure data it was indentified that there is no clear reference for approved projects and the projects for which expenditure was incurred. The District Planning Committee (DPC) had no mechanism to track the projects and its changes/ revisions.

IKM had tried out a model in Malappuram district to capture all the projects details at local government level right from formulation to expenditure reporting. This effort named *Samanwaya* would be final target in the *Sulekha* roadmap.

IKM proposed that a "Proceedings" of DPC meetings were to be issued with details of each project of the local governments in the district. The Proceedings signed by the District Collector, who is the Member Secretary of DPC, could be used as reference and also could be utilised by the Treasury in releasing funds only for approved projects. A *Sulekha* DPC module was to be prepared and installed in the District Planning Office to enable data capture of the projects presented to the DPC. This proposal was accepted and the mechanism was put in place in all DPOs during January 2005.

IKM upgraded the infrastructure in all DPOs by providing the following in February 2005:

   i) Upgrade of the existing computer in DPO offices

ii) Supply and installation of a dial-up external modem for Internet and SII access
iii) Supply and installation of a surge protector on the telephone line, with separate earthing, to protect the modem and computer from lightning
iv) A dot matrix printer
v) ISM 5-user for Malayalam data entry
vi) Internet dial-up connection

Additional computers were hired and data entry operators engaged to capture the project details and Proceedings for each local government in the District, listing out the approved projects, was generated.

At the end of the year, the expenditure statements submitted by local governments were also to be captured in the *Sulekha* Monitoring module against the projects approved by DPC, thus bringing a clear control/ verification mechanism regarding the projects and expenditure.

IKM had positioned technical assistants in each DPO office and Plan coordinators to coordinate the activity.

5.5 Hospital Kiosk programme

IKM had submitted a detailed proposal to the Government through the Director of Census Operations – Kerala, for establishing hospital kiosks in Corporations for the electronic registration of births and deaths directly from hospitals. This was done after a detailed interaction with the Mayors and senior officials of the Corporations, in which the Director of Census Operations and officials of the Modernising Government Programme also actively participated (10-11 March 2004). The Government approved the proposal vide G.O. (MS) No. 273/04/LSGD dated 14.9.2004 (Annexure 12) as a Service Delivery Project under the Modernising Government Programme hospital at an outlay of Rs.2.25 crore.

Action to identify the hospitals, prepare the site for installation of kiosk (identification of a vendor to provide this on build-maintain-transfer mode with advertisement revenues is also in progress), procurement of hardware, finalisation of training programme for local government and hospital staff, and detailed

interactions with all hospitals in each of the Corporations, chaired by the Mayor, were initiated during the financial year.

5.6 Software Development and Line of Business Expertise

Line of Business Expertise (LoBE) team has been functioning with the objective of evolving methodologies for pre-processing, data entry, system integration and making the software applications operational at the local bodies. The significance of the team in the present implementation mode of the Mission has been explained in detail in the activity report approved by the Implementation Committee. The team has been actively involved in most of the major activities during the reporting period.

The software development team had finalised the initial versions of various application software and some of them had been piloted. There had been changes in requirements based on the pilots in local governments.

The activities of the teams are interrelated and are summarised together below:

1. **Redesign and development of** *Sevana* **LB module and finalisation of masters**

A detailed proposal regarding the norms for operationalising *Sevana* Civil Registration in urban local governments was submitted to Government and approved vide G.O. (Rt) no. 1288/2005/LSGD dated 31.03.2005 (Annexure 9).

2. *Sevana* **Hospital Kiosk Module**

Testing of *Sevana* (Hospital Kiosk) module has been completed and more masters were collected for standardisation of data. Global masters for occupation, level of literacy, cause of death etc. has been updated, Interaction with the chief Registrar and Registration of Births and Deaths were conducted to make the application more user friendly.

3. Property Tax PDE

Change requirements for the application has been finalised based on the experience of Kochi and Thrissur Corporations. Requirements for application handling current transaction are also completed in this period.

4. *Sulekha* DPC Proceedings module and Monthly Monitoring module

The proposal for implementing a proceedings module in the DPOs to capture the DPC approval details of decentralised plan projects was accepted by the State Planning Board. A module of *Sulekha* for capturing the DPC approval details and generate DPC proceedings for each local government was developed. The DPC Proceedings lists all the projects submitted by the local governments to the DPC and its approval status and other details. This module would work along with the *Sulekha* formulation module which captures the project formulation details.

The software was installed in all DPOs in January 2005 and capture of formulation data and generation of DPC proceedings initiated.

5. Panchayat Provident Fund Computerisation

Pre-processing formats for the digitization completed in this period. Requirements for the application were also completed. Initial design document for the application was prepared during this period.

5.7 Technical Support and Infrastructure Management

The strengthening of infrastructure of IKM HQ with an optic fibre link interconnecting the various office buildings, and setting up a minimum data centre with servers on rack were all completed just before/at the beginning of this period. This had helped in stabilising the IT infrastructure for smooth functioning of IKM, through effective communication mechanisms (email, workflow software's etc.)

The technical support team was strengthened in a big way, for the first time after 2001[*]. Till this time, the field technical support personnel consisted of one each in 4 Corporations, a few for supporting the past data entry of births, deaths and marriages in selected local governments, and those positioned periodically at district level for data entry of decentralised plan projects.

The new team of Technical Assistant trainees were selected, trained and positioned in one Corporation (Trivandrum) and all 53 Municipalities during this period. From the team strength of about 20, the team size jumped to nearly 100 during this period. TAs were selected based on the lists provided by the Supervisory Development Centre, Kalamassery (of the Directorate of Technical Education). Initial training consisted of a 10 day intensive course on the local body systems, IKM methodology, Windows Server and SQL Server installation, administration and troubleshooting, ISM, etc. Subsequent to this, the newly selected personnel were deployed in the field for infrastructure verification, preparation of masters for the *Sevana* Civil Registration software and intense domain familiarisation. They were also involved in the infrastructure preparation for *JanasevanaKendram* in all Municipalities.

The team was involved in preparing the technical specifications for the standards for JanasevanaKendram implementation. The standards for JanasevanaKendram in Municipalities was approved by the Government vide G.O. (Rt) No. 4174/2004/LSGD dated 30/11/2004 (Annexure 6).

The team was involved in the commercial engineering activities for procuring the IT infrastructure items for the Municipalities, hospital kiosk programme and the Deputy Directorates of Panchayats. The activities included finalising of specification for the equipment, evaluating the technical proposals submitted in the tender, evaluating the samples submitted, testing and accepting the supplies, managing despatch of items to Municipalities, and the installation and system integration activities at the respective institutions. For Municipalities, the

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[*] In 2001, Technical Assistants were positioned at block level, but later the team was dismantled due to absence of IT infrastructure in local governments

equipment procured were pre-installed with all software as per the specified plan and despatched to all Municipalities during the period from November 2004 onwards, depending on the site readiness.

The site verification and infrastructure preparation activities to meet required specifications for the *JanasevanaKendram*s, Hospital Kiosks, and DDP offices included electrical wiring for UPS, earthing, networking and dial-up connectivity were handled by the technical support team members, supervised by the coordinators who also were in change of the civil works for the *JanasevanaKendram*.

The evaluation of the samples submitted by the vendors in the *PPP tender* of KSIDC for providing infrastructure services in local governments was also done under the guidance and supervision of the Technical Committee expert member.

Technical Support continued to be provided to the 4 Corporations where *JanasevanaKendram*s were operationalised from the 2002-03 period. Entry of legacy data is continuing in the few Grama Panchayats and Municipalities, where it was started in 2003. Technical Support also continues to be provided at Vellanad GP.

Technical support personnel were trained in decentralised planning aspects and positioned in all the District Planning Offices to support the *Sulekha* DPC Proceedings and Monitoring module.

5.8 Training to local government staff

The training, imparted to Municipal staff at centres across the state, had been the main training programme for the period. The topics covered included fundamentals of computers and its operation, office suite, and the domain and application software *Sevana* Civil Registration.

The details of the training programme including venue and dates are given as Annexure 13. Approximately 100 staff were trained through these programmes. The training sessions on computer fundamentals and the *Sevana* application software were held in different batches. Most of the staff who participated in the training were from the Health section of Municipalities.

6. Financial Support & Expenditure

IKM sources of funds are as follows

   i) Additional Central assistance - utilised for the Programme of KINLB

  ii) State Plan Fund – utilised for the administrative Charges of IKM

 iii) Project Funds for the purpose given in the project proposal

 iv) Implementation funds from Corporation, Municipality, Panchayats, etc.

Expenditure from the Additional Central Assistance and State Plan funds are controlled by the Budget proposal approved by the Implementation Committee.

Year wise details of Report & Expenditure from Additional Central Assistance & State Plan funds as on 31.03.2005 is given below.

1. Fund Received IKM CORE

Period	SP	ACA	Total
1999-2000		41,47,000.00	**41,47,000.00**
2000-2001		2,19,78,652.00	**2,19,78,652.00**
2001-2002		79,60,000.00	**79,60,000.00**
2002-2003	14,80,000.00	2,39,82,057.00	**3,87,82,057.00**
2003-2004	10,00,000.00	2,37,36,250.00	**3,37,36,250.00**
2004-2005	85,00,000.00	5,00,00,000.00	**5,85,00,000.00**

2. Expenditure State Plan

Sl. No.	Period	Total
1.	2002-2003	1,48,00,000.00
2.	2003-2004	1,00,00,000.00
3.	2004-2005	85,00,000.00

3. Total Expenditure

Period	Capital Expenditure	Revenue Expenditure	Total
	ACA		
1999-2000	10,49,788.96	66,72,121.59	**77,21,910.55**
2000-2001	88,07,120.00	1,77,31,516.90	**2,65,38,636.90**
2001-2002	6,54,430.00	1,02,42,326.00	**1,08,96,756.00**
2002-2003	0.00	1,45,00,000.00	**1,45,00,000.00**
2003-2004	1,62,90,526.00	2,31,17,269.50	**3,94,07,795.50**
2004-2005	1,69,25,176.00	3,86,56,804.00	**5,55,81,980.00**

7. Accounts & Auditor's Statement

The Auditor's Report and Statement of Accounts for the year 2004-05 are attached as Annexure 14.

8. Acknowledgement

The Information Kerala Mission records its gratitude for the support and patronage extended by the Govt. of India, Govt. of Kerala, State Planning Board, Department of Urban Affairs, Department of Panchayats, KSIDC, the various District Planning Offices, Corporations, Municipalities, District Panchayats, Block Panchayats, Grama Panchayats and other agencies, in implementing its various programmes and activities.

ANNEXURE-1

Read: (1)   G.O.(MS)No. 219/02/LSGD dated 17.12.02.
        (2)   G.O.(MS)No. 181/03/LSGD dated 11.06.03
        (3)   G.O.(MS)No. 316/2003/LSGD dated 30.10.2003
        (4)   Letter No. 42 dated 5.04.2004 from Managing Director, KSIDC
        (5)   Letter No. 76 dated 13.04.2004 from Managing Director, KSIDC

ORDER

Information Kerala Mission (IKM) is the mission group established by the Government of Kerala for computerisation of LSGIs in the State. As per the Government Order read on 1st paper above sanction was accorded interalia for

a) The computerisation of LSGIs shall be done with Public Private Partnership.

b) The broad functional roles of the Local Self Government Department (LSGD), the Information Kerala Mission and the Private vendor in the partnership shall be as follows:

   i) The private vendor shall establish and maintain the infrastructure for computerisation and also undertake training and handholding.

   ii) The Information Kerala Mission shall provide the application software, training material and technical inputs for implementation.

   iii) It shall be responsibility of the Local Self Government Department (LSGD) in Government to handle the contract agreement for this project of computerisation of Local Bodies and make available lease charges from Local Self Government Institutions (LSGIs) to the private vendor, and ensure that the vendor and IKM deliver their respective roles properly.

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c) Local Self Government Department was also permitted to avail the services of M/s. Pricewaterhouse Coopers, Consultant for Global Investors' Meet (GIM) to structure the Request for Proposal (RFP).

2)   The initial Request for Proposal by Information Kerala Mission was improved by M/s. Price Waterhouse Cooper (RFP Version 1.0). The main aspects of the proposal were as follows:

a) The Public Private Partnership shall be in the Built-Operate-Lease-Transfer mode with transfer after 5 years. The evaluation criteria, was based on a formula for price-quality index.

b) The implementation involved a project plan extending 14 months in four phases.

c) A bid document price of Rs.27,000 and Earnest Money Deposit (EMD) of Rs.5 lakhs, and a performance guarantee of Rs.7.5 crores were fixed.

d) The bidder could be either a company or a consortium with prescribed pre-qualification conditions, and in the case of consortiums a local partner with presence in minimum 8 districts was mandatory. The company / members of the consortium shall also have minimum specified turn-over and net-worth.

e) For pre-qualification, net-worth of the firm shall be Rs.50 crores.

3)   The RFP Version 1.0 after modifications arising from consultations after circulation to Departments of Planning, Information Technology, Finance and Law was approved by the LSG Department (RFP Version 2.0).

4)   As per the Government order read 2nd paper above, sanction was accorded to Local Self Government Department for approaching KSIDC for undertaking notification of the tender and complete the various stages from tender till the proposal for award, and to meet the consultancy charges for the service from the additional central assistance sanctioned to IKM for the activities of computerisation of three tier Panchayats. It was also specified in the G.O. that separate orders would be issued regarding coordination mechanisms between the user departments and agencies involved.

5)   The LSGD had approached the Kerala State Industrial Development Corporation (KSIDC) to function as a bid manager for undertaking notification of the tender and complete the various stages from tender till proposal for award.

6)   KSIDC, the Bid Manager had identified M/s. Wipro Ltd. (Consulting Division) through a public tender, as their consultants for bid management. M/s. Wipro has proposed some changes in the RFP Version approved by LSGD. Accordingly the Managing Director, KSIDC in his letter 5th read above has forwarded the Request for Proposal for vetting.

i) It has been proposed to change the business model from Build-Operate-Lease-Transfer (BOLT) mode to Build-Transfer-Maintain

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(BTM) mode. The transfer of ownership of equipment shall be after completion of the 4 phases of deployment of the project in 20 months.

ii) It is proposed to change the evaluation criteria from the formula based price-quality index to a regression line based price–quality index.

iii) Strict service level agreements have been incorporated to ensure that the service provider vendor performs the services as required and would be liable to pay penalties in case there are short falls in performance.

iv) Provision for Insurance for equipments has been added.

v) The project plan in 4 phases has been changed from 14 months to 20 months. The number of locations in phase I has been reduced from 1049 to 437.

vi) The bid document price, Earnest money deposit (EMD) and performance guarantee have been changed from Rs.27,000, Rs.5 lakhs and Rs.7.5 crores to Rs.25,000, Rs.30 lakhs and Rs.2 crores respectively.

vii) Data-entry and pre-processing has been included as the responsibility of the vendor to ensure that the project proceeds as scheduled.

viii) The mandatory presence of the local partner vendor shall be 7 districts instead of 8.

ix) IPR clauses and force majeure conditions were also simpler to read.

x) Net-worth criteria has been removed from pre-qualification.

7)   Government have examined the matter in detail and are pleased to accept the Request for Proposal version no. 5 submitted by KSIDC with the following conditions:

i) Data-entry and pre-processing of data shall be made the domain function of the Integrated Service Provider (ISP) to ensure that the Integrated Service Provider transfers the ownership with fully loaded data only.

ii) Net-worth of the firms should be retained in the pre-qualification criteria.

iii) The performance guarantee should be retained as Rs.7.5 crores.

iv) The force majeure clause be amended by restricting it to the claims to the events.

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v) The equipments already installed as part of computerisation in the Local Self Government Institutions shall be made part of the project without depreciation.

vi) Concurrence of the Finance Department should be obtained before awarding the contract with details of financial commitment in each year and the head of account in which the debit to be made is to be specified.

vii) The contract form for the comprehensive agreement between the Vendor and the Local Self Government Department, covering installation, maintenance, firm period of contract, conditions of payment, insurance, loss etc., be legally vetted again before award of contract.

viii) The cost of tender form may be fixed based on estimated cost according to the Store Purchase Rules.

ix) The EMD is fixed as 1% of the estimated cost.

x) The RFP document version 5 is approved with the above changes.

By order of the Governor

sd/-

P. Kamalkutty
Secretary to Government

To

The Executive Mission Director, Information Kerala Mission, Thiruvananthapuram
The Managing Director, Kerala State Industrial Development Corporation, Thiruvananthapuram
The Secretary, State Planning Board, Thiruvananthapuram
Planning & Economic Affairs Department
The Secretary, Cultural Affairs Department
Accountant General (Audit), Thiruvananthapuram
Accountant General (A & E), Thiruvananthapuram
Information Technology Department, Thiruvananthapuram
Finance Department (vide U.O. No. 47398/Dev.2/04/Fin dated 7.5.2004)
Cultural Affairs Department
Store Purchase Department (Vide U.O. No. 1296/A2/04/SPD dated 19.5.2004)
Law Department (Vide U.O. No. 7365/D/04/Law dated 27.04.2004)
P.S. to Chief Minister
P.S. to Minister (Finance)
P.S. to Minister (LSGD)
A.S. to Chief Secretary
P.A. to Secretary, Finance Department, Thiruvananthapuram

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P.A. to Secretary, Planning and Economic Affairs Department, Thiruvananthapuram

P.A. to Secretary, Local Self Government Department, Thiruvananthapuram

P.A. to Secretary, Information Technology Department, Thiruvananthapuram

P.A. to Secretary, Finance (Expenditure) Department
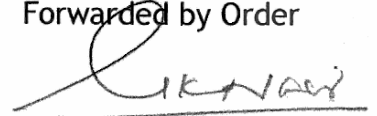
P.A. to Vice Chairman, State Planning Board, Thiruvananthapuram

Director, C-DIT, Thiruvananthapuram

General Administration (SC) Department (Item No. 3018 dated 16.6.2004)

Stock File / Office Copy

Forwarded by Order

Section Officer

ANNEXURE-2

GOVERNMENT OF KERALA

Abstract
Local Self Government Department- Computerisation of Local Self Government Institutions – Infrastructure services through Public Private Partnership – Bid through Build Operate Lease Transfer (BOLT) – Arrangements for bid management – Reconstitution of the Committee – Sanctioned – Orders issued.

LOCAL SELF GOVERNMENT (D) DEPARTMENT

G.O. (Ms) No. 333/2004/LSGD.   Dated, Thiruvananthapuram, 13.12.2004

Read: (1) G.O. (MS) No. 316/2003/LSGD dated 30.10.2003.
       (2) Letter No. 2829 dated 13.12.04 from the Managing Director, Kerala State Industrial Development Corporation Ltd.

ORDER

As per G.O. read 1st paper above, sanction was accorded interalia for the constitution of a committee to finalise the hiring of the consultant and their recommendation on the BOLT tender. In the circumstance reported by the Managing Director, Kerala State Industrial Development Corporation Ltd. as per letter read 2nd above Government are pleased to re-constitute the above committee as follows:

(1) The Principal Secretary, Finance or his nominee.
(2) The Secretary, Information Technology
(3) The Secretary, Local Self Government Department (Urban)
(4) The Secretary, Local Self Government Department (Rural)
(5) The Secretary, Finance (Expenditure)
(6) The Managing Director, Kerala State Industrial Development Corporation Ltd. *(convenor)*

By Order of the Governor,

P. KAMALKUTTY,
SECRETARY TO GOVERNMENT

To
    The Executive Mission Director, Information Kerala Mission.
    The Managing Director, Kerala State Industrial Development Corporation Ltd.
    The Secretary, State Planning Board, Thiruvananthapuram.
    The Planning & Economic Affairs Department.
    The Secretary, Cultural Affairs Department.
    The Accountant General (Audit & A&E), Thiruvananthapuram.
    Information Technology Department.
    Finance Department.
    Cultural Affairs Department.

PS to Chief Minister
PS to Minister, Finance
PS to Minister, Local Self Government
AS to Chief Secretary
PA to Secretary, Finance Department
PA to Secretary, Planning & Economic Affairs Department
PA to Secretary, Local Self Government Department *(Rural/ Urban)*
PA to Secretary, Information Technology Department
PA to Secretary, Finance (Expenditure) Department
PA to the Vice Chairman, State Planning Board
The Director, C-DIT, Thiruvananthapuram
SF/OC

Forwarded by Order

Section Officer

P. H. KURIAN IAS

Secretary to Government (Investment Promotion), Govt. of Kerala
&
Managing Director, KSIDC

Kerala State Industrial Development Corporation Ltd.
Keston Road, Kowdiar, Trivandrum 695 003, India
Phone: 91-471-2318922
Fax: 91-471-2727269, 2315893
E-mail: ksidc@vsnl.com

Ref No: 3554

09.03.2005

To
Mr.P.Kamalkutty, IAS
Secretary to Govt. of Kerala
LSGD (Urban)
Secretariat Annexe
Thiruvananthapuram

Dear Sir,

Sub : Final Report for Computerization of the LSGIs project
Ref G.O No. G.O (M.S)No.316/2003/LSGD, dated 30/10/2003

Govt: vide G.O stated above had appointed KSIDC as the bid manager for evaluation and selection of the Integrated Service Provider (ISP) for the LSGD computerisation project.

KSIDC and the consultant namely M/s Wipro Ltd ,with the support and advice from the committee appointed by the Government, have completed the Technical and Financial evaluation of the bids and have finalised our recommendations regarding the vendor/ISP for the project.

We enclose herewith the following for your perusal.

1. Detailed report on Techno-Commercial Evaluation for selection of Integrated Service Provider (ISP) for Computerization of LSGIs on Build Transfer Maintain (BTM) basis

2. Executive Summary of the above.

Thanking you

Yours faithfully
For KERALA STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.

P.H. KURIAN
MANAGING DIRECTOR

1

Executive Summary

of

Report on Techno-Commercial Evaluation for selection of Integrated Service Provider (ISP) for

Computerization of LSGIs on Build Transfer Maintain (BTM) basis GOVT OF KERALA

RFP dtd: Aug 2004

09 Feb 2005

Kerala State Industrial Development Corporation Ltd, Kerala

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Table of Contents

1   Introduction

The Local Self Government Department (LSGD), Government of Kerala (GoK) has displayed its stated commitment to decentralise and strengthen the Local Self Government Institutions (LSGIs) at the grass roots levels through several initiatives and programs. As part of its ongoing e-Governance initiative, the LSGD launched a statewide computerization project for all its LSGIs.

The Govt of Kerala vide G.O No. G.O (M.S)No.316/2003/LSGD, dated 30/10/2003 appointed KSIDC as the bid manager for the computerization of LSGIs project and gave consent to KSIDC for appointing a consultant and seeking their help for the entire process. In accordance with this KSIDC floated a global advertisement and after due technical and financial evaluation appointed M/s Wipro Ltd as an external consultant for the project with effect from 23/02/2004. The Consultants evaluated the originally proposed   BOLT (Build Operate Lease & Transfer) tender   prepared by the Application Service provider - Information Kerala Mission (IKM) and suggested BTM (Build Transfer & Maintain) model as an alternative due to its advantages. This was approved through a Government Order vide. GO (MS)No.205/2004/LSGD, Dated 22/06/2004.

The Government also appointed a committee for the evaluation as per the following Government Orders:

1. G.O (M.S)No.316/2003/LSGD, Dated 30/10/2003
2. G.O (M.S)No.333/2004/LSGD, Dated 13/12/2004.

The Committee comprises of the following members:

S. No	Committee Members
1	Principal Secretary- Finance or his nominee
2	Secretary – Information Technology
3	Secretary- LSGD (Urban)
4	Secretary, LSGD (Rural)
5	Secretary Finance (Expenditure)
6	Managing Director, KSIDC as convenor

The above committee was empowered to invite subject Experts for the meetings. The committee identified the following technical experts for the purpose of vendor selection

1. Prof. Jayasankar (Former Principal Government Engineering College)
2. Dr.N.Krishnan, Addtl. Director, CDAC, Trivandrum as the external Experts.

The different milestones achieved during the vendor selection process are as follows:

1.1   Pre-Qualification Phase

On 19/07/2004 KSIDC released a Pre-qualification tender No.KSIDC/LSGD/01/2004-2005 through a global tender notice in all major dailies. The Pre-qualification tender document was purchased by 41 (forty-one) bidders of which 10 vendors submitted the responses. A pre-qualification evaluation was conducted and the following 5 (five) bidders were shortlisted based on the pre-qualification criteria. The Pre-Qualified bidders were:
*   ECIL-NeST consortium
*   GTL-Reliance - Universal consortium

- BSNL-L&T consortium
- CMC Ltd. and
- BPL Telecom - HCL Infosystems Consortium.

1.2 RFP Response Phase

The RFP was circulated to the 5 shortlisted vendors. This RFP response was based on two-bid system viz. Technical and Commercial. Of the five bidders, three submitted their bids on 10/11/2004. The technical bids were opened at the committee meeting held on the same day (10/11/2004) in the presence of the representatives of the three bidders. The bid submitted by the BSNL- L&T consortium was not accepted as it was not in accordance to the RFP and did not contain the financial bid.

On 04/01/2005 the committee met to decide on the evaluation criteria of the technical bids and the commercial bids.

Based on the RFP evaluation criteria and the relevance of each parameter for evaluating the technical bids, the committee approved marks on the sub parameters of technical evaluation criteria.

The committee also decided on the price-quality evaluation frame work and decided that the evaluation of bids will be done by allotting 60% weightage to the financial score and 40% weightage to the technical score.

1.3 Bid Evaluation Phase

The two complete bids submitted by consortiums led by M/s ECIL & M/s GTL have been evaluated in accordance with the guidelines published in the RFP with adequate consideration to the nature of work of each member of the consortium and their levels of participation in the consortium. A comprehensive study was conducted to evaluate the bids thoroughly and a tentative report was tabled to the committee on 13/01/2005. The committee after due deliberations made recommendations on the evaluation and unanimously approved the modified technical evaluation report. The commercial Bid was opened in the presence of the representatives from the bidding consortiums.

The committee directed the consultant to normalise the commercial bid if required. A techno-commercial evaluation report based on the approved minutes of the meeting of the technical evaluation meeting has been submitted to the Bid Manager, KSIDC.

The Technical Evaluation summary of the report with the points scored by each consortium is as follows:

1. Technical Evaluation Summary

Consolidated Evaluation Sheet				
S. No	Parameter	Total Marks	Bidder	
			ECIL-NeST	GTL-Reliance-Universal
1	Organizational Strength	400	249	274
2	Experience	150	118	76
3	Project Understanding	50	30	25
4	Technical Solution	350	269	256
5	Others	50	45	40
	Grand Total	1000	711	671

The ECIL –NeST Consortium overall scored better over GTL-Reliance-Universal consortium. The difference was mainly in Experience and technical solution criteria.

The commercial bids were opened by the same committee and the overall results are as follows;

S. No	Activity	Summary Total Price Bid in INR	
		State-wide total	
		ECIL-NeST	**GTL-Reliance-Universal**
1	Pre-processing & Data Entry	142385622	299126858
2	Training	746252159	400534628
3	Field Support & Maintenance	265812836	158515200
4	Installation & Commissioning	34924206	125684700
5	COTS software	332476303	175319722
6	Hardware	815863932	269281123
7	Handholding & Help desk	518048231	25177372
8	Comprehensive insurance of 5 yrs	8677752	12500000
9	Furniture		13269972
	Total Bid Price	**2,864,441,041**	**1479409574**

The Techno-commercial bids were evaluated based on the 60-40 price-quality evaluation framework, which is detailed in the Techno commercial evaluation report.

1.4 Summary of the Techno Commercial Evaluation Report – State Wide

	Technical Evaluation			Commercial Evaluation			Techno Commercial Evaluation
Bidder	Technical Marks (out of 100)	(A) Technical Marks considering a weightage of 40	Quoted Price in INR	Lowest Price in INR	Commercial Bid Marks (out of 100): (Lowest Price/Price under consideration)X 100	(B) Commercial Marks considering a weightage of 60	(A+B) Total Techno-Commercial Points on a 40-60 weightage
ECIL-NeST	71.1	28.44	2,864,441,041		51.65	30.99	59.43
GTL-Reliance-Universal	67.1	26.84	1,479,409,574	1,479,409,574	100	60	86.84

Subsequent to the analysis of the technical and commercial bids submitted by both the bidders, the committee approved the finalisation of the technical evaluation and ordered for the normalization of the commercial bid if any and subsequent commercial evaluation.

Based on the Technical: Commercial weightage of 40:60 as approved by the committee, it hereby stands that the Consortium led by GTL and consisting of Reliance Infocomm and Universal group leads the techno-commercial evaluation by virtue of having been awarded a cumulative score of 86.84. The ECIL-NeST consortium has a cumulative score of 59.43.

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Bidder	Final Evaluation Points	Rank
GTL-Reliance-Universal	86.84	1
ECIL-NeST	59.43	2

1.5 Region wise Commercial Evaluation

The State of Kerala is divided in to five regions based on the geographical divisions/districts.

- Region 1 - Kasargode, Kannur, Kozhikode & Wayanad.
- Region-2 - Malappuram, Palakkad &Thrissur
- Region-3 - Ernakulam & Idukki,
- Region-4 - Pathanamthitta, Kottayam & Alappuzha
- Region-5 - Kollam & Thiruvananthapuram

The price-bid form in the RFP sought for Region wise break-up figures also. The region wise break-up figures of each consortium are as follows:

SI No	Vendor	Region -1	Region-2	Region-3	Region-4	Region-5
1	ECIL-NeST	621345720	804633778	415130062	582347194	440984285
2	GTL-Reliance Universal	313839672	402807454	219910583	296135665	246716200

Bid Price - Region Wise – (INR)

Summary of the Commercial Evaluation Report – Region wise

The region –wise techno- commercial analysis of the submitted bids is detailed in the Techno - commercial Evaluation report. The evaluation procedure followed here is consistent with the procedure followed for the state-wide evaluation methodology. The summary of the evaluation is as follows:

SI	Region	Bidder	Final Evaluation Marks	Rank
1	Region-1	GTL-Reliance-Universal	86.84	1
		ECIL-NeST	58.75	2
2	Region - 2	GTL-Reliance-Universal	86.84	1
		ECIL-NeST	58.48	2
3	Region - 3	GTL-Reliance-Universal	86.84	1
		ECIL-NeST	60.22	2
4	Region - 4	GTL-Reliance-Universal	86.84	1
		ECIL-NeST	58.95	2
5	Region - 5	GTL-Reliance-Universal	86.84	1
		ECIL-NeST	62.01	2

Consolidated Evaluation Summary - Region Wise

2   Report Summary

A thorough analysis of the technical and the commercial bid has established the techno-commercial superiority of the GTL-Reliance- Universal consortium over the bidding consortium led by ECIL. The techno-commercial evaluation has established that the bid submitted by the leading consortium of GTL-Reliance –Universal is complete and in total conformity with the RFP in all respects. The market prices for all major items specified in the Bill of Materials supplied in the RFP have been corroborated with the prices submitted by the GTL led consortium to analyse whether any gross mismatches of these prices exist with the market. The analysis reveals that the market prices are in generic conformity with the prices quoted by the GTL led consortium with minor variances. A thorough study of the financial data submitted by the GTL consortium also reveals that the consortium possesses sufficient financial capacity to undertake a project of this size and complexity. Further, a judicious analysis of the bid submitted by the GTL led consortium, leads to the impression that this consortium has significant strategic intent necessary to pursue the project to its contractual completion.

It is also important to note that sufficient safeguards have been built into the PPP model as well as into the draft contract document to limit the Government's risks arising due to award of this contract.

3   Diary of Events

S. No	Date	Committee Members	Important Actions/Decisions taken
			Diary Of Events
1	16/03/2004	Mr. Cherkulam Abdullah, Hon'ble Minister, LSGI	The Committee members deliberated at length on the alternative models presented by the consultants and decided that the BOLT model may be altered to the BTM (Build Transfer and Maintain) model due to the advantages it delivers.
		Mr.Kamalkutty, IAS, Secretary, LSGI	
		Mr.P.H Kurian,IAS M.D, KSIDC	
		Mr. Karmachandran , AGM, KSIDC	
		Mr. Unnikrishnan, Manager , KSIDC	
		Prof. Jayashankar, Expert	
		Mr Unnikrishnan , Executive Managing Director IKM	
		Mr. Premkumar, Team Leader, IKM	
		Mr. Vijay Raghavan , Project Manager , Wipro	
		Mr. Mujib Shaikh, Consultant , Wipro	
		Mr. Neeraj Jaitley , Consultant , Wipro	
2	25/08/2004	Mr.P.H Kurian,IAS M.D, KSIDC	The Committee shorlisted ECIL-NeST consortium, GTL-Reliance-Universal Consortium, BSNL-L&T consortium, CMC Ltd & BPL Telecom- HCL Infosystems Consortium for submitting responses to final RFP.
		Mr. Roy Matthew, Director, Kerala State IT Mission	
		Mr. Karmachandran , AGM, KSIDC	
		Mr. Unnikrishnan, Manager , KSIDC	
		Prof. Jayashankar, Expert	
		Mr Unnikrishnan , Executive Managing Director IKM	
		Mr. Premkumar, Team Leader, IKM	
		Mr. Vijay Raghavan , Project Manager , Wipro	
		Mr. Mujib Shaikh, Consultant , Wipro	
		Mr. Neeraj Jaitley , Consultant , Wipro	

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			Diary of events
S. No	Date	Present	Important Actions/Decisions taken
3	10/11/2004	Mr.P.H Kurian,IAS M.D, KSIDC	Of the five shortlisted vendors three have submitted the responses to the RFP and technical bids were opened and bid submitted by BSNL-L&T consortium was not accepted due to the non-conforman to the RFP and the commercial bid was not there.
		Mr. Karmachandran , AGM, KSIDC	
		Mr. Unnikrishnan, Manager , KSIDC	
		Prof. Jayashankar, Expert	
		Mr Unnikrishnan , Executive Managing Director IKM	
		Mr. Premkumar, Team Leader, IKM	
		Mr. Renny John, Consultant , Wipro	
		Mr. Gopu Chandran, Consultant , Wipro	
4	20/11/2004	Mr. Kamalkutty, IAS Secretary, LSGD during the forenoon session	Technical presentations done by the two consortiums regarding th proposed solution to the committee and the External Technical Experts rated the presentations.
		Mr. P.H Kurian, IAS, M.D, KSIDC	
		Mr. P.V. Unnikrishnan, Executive Managing Director IKM	
		Dr. N. Krishnan, Add Director CDAC	
		Prof. G. Jayashankar	
		Mr. Karmachandran, KSIDC	
		Mr. Unnikrsihnan, KSIDC	
		Mr. Premkumar, IKM	
		Mr. Renny I. John, Consultant, WIPRO	
		Mr. Gopu Chandran , Consultant, WIPRO.	
		Representatives of the GTL Lead consortium during the Forenoon session	
		Representatives of the ECIL Lead consortium during the Afternoon session	

			Diary Of Events
S. No	Date	Present	Important Actions/Decisions taken
5	09/12/2004	Mr. Kutty Ahammed Kutty, Honb'le Minister, LSGD	The Minister reviewed the progress of the project
		Mr.Senthil Kumar IAS, Finance Secretary, Expenditure	
		Mr.Viyanand IAS, Secretary, Kerala State Planning board	
		Mr.Kamalkutty IAS, Secretary, LSG Department	
		Mr. P.H Kurian, IAS, M.D, KSIDC	
		Mr. Karmachandran, KSIDC	
		Mr. Unnikrsihnan, KSIDC	
		Mr. Roy Mathew, Director, Kerala State IT Mission	
		Mr. P.V. Unnikrishnan, Executive Mission Director, IKM	
		Mr. Premkumar, IKM	
		Mr. Renny I. John, Consultant, WIPRO	
		Mr. Gopu Chandran, Consultant, WIPRO	
6	04/01/2005	Mr.Senthil Kumar IAS, Finance Secretary, Expenditure	a)Based on the RFP evaluation criteria and the relevance of each parameters for evaluating the technical bids the committee approved marks on the sub parameters of technical evaluation criteria.
		Mr.Kamalkutty IAS, Secretary, LSG Department	b)The committee also decided on the price-quality evaluation frame work and decided that the evaluation of bids will be done by allotting 60% weightage to the financial score and 40% weightage to the technical score.
		Mr. P.H Kurian, IAS, M.D, KSIDC	
		Mr. Karmachandran, KSIDC	
		Mr. Unnikrsihnan, KSIDC	
		Mr. N.Krishnan, Addl Director, CDAC(External Expert)	
		Mr. Renny I. John, Consultant, WIPRO	
		Mr. Gopu Chandran, Consultant, WIPRO	
7	13/01/2005	Mr.Senthil Kumar IAS, Finance Secretary, Expenditure	a)Finalised the technical evaluation and determined T1&T2
		Mr.Kamalkutty IAS, Secretary, LSG Department(Urban)	b)Commercial Bids were opened.
		Mr.S.M.Vijayanand, IAS,Secretary LSGD(Rural)	
		Mr. P.H Kurian, IAS, M.D, KSIDC	
		Mr. Vijay Raghavan , Project Manager , WIPRO	
		Mr. Gopu Chandran, Consultant, WIPRO	

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4 References

The References are made from the Techno-Commercial Evaluation Report.

Appendices

1. Appendix 1 - GO (MS)No.205/2004/LSGD, Dated 22/06/2004
2. Appendix II - G.O (M.S)No.316/2003/LSGD, Dated 30/10/20033.
3. Appendix III - G.O (M.S)No.333/2004/LSGD, Dated 13/12/2004
4. Appendix IV - Pre-qualification tender document
5. Appendix V - Details of the vendors responded for Pre-Qualification Criteria
6. Appendix VI - Pre-qualification Report and Minutes of Meeting
7. Appendix VII - Pre-bid Queries and Responses
8. Appendix VIII - Minutes of meeting: Bid Opening on 10/11/2004.
9. Appendix IX - The Minutes of the meeting to finalise the Bid Evaluation Criteria, mode of Evaluation, etc.
10. Appendix X - The Minutes of meeting to finalise technical bid evaluation, Determine T1 & T2 and Opening of Commercial Bids.

Annexure

1. Annexure 1 - Financials
2. Annexure 2 - Financials
3. Annexure 3 - Technical Report by Expert: Prof. Jayasankar (Former Principal Govt. Engineering College)
4. Annexure 4 - Feed back from IKM
5. Annexure 5 - Technical Presentation feedback from Prof.Jayasankar & Dr.N.Krishnan (External Technical Experts)

ANNEXURE-4

Government of Kerala
Abstract

Local Self Government Department – Information Kerala Mission – Proposal for Fast track computerisation of Municipalities - Implementation through Government's hundred days' programme - Proposal approved – Orders issued.

LOCAL ADMINISTRATION (D) DEPARTMENT

G.O.(MS)No.3961/2004/LSGD   Dated, Thiruvananthapuram, 12-11-2004

Read: Letter No. IKM/GC/LSGD/156-31/2002 dated 05.10.2004 from the Executive Mission Director, Information Kerala Mission, Thiruvananthapuram

O R D E R

In the circumstances reported in the letter above, Government are pleased to accord sanction for the Proposal of Fast Track computerisation of Municipalities to install Janasevanakendrams in all the 53 Municipalities in the State with *Sevana*, Sahatha / Saankhya and Sulekha applications and to complete it within 6 months.

Sanction is also accorded to meet the expenditure of Rupees 55,16,000/- (Rupees Fifty five lakh and sixteen thousand only) from the Additional Central Assistance sanctioned to the Information Kerala Mission.

By Order of the Governor

S.G. Sushamadevi,
Joint Secretary to Govt.

To
    The Director of Urban Affairs, Thiruvananthapuram
    The Director of Panchayats, Thiruvananthapuram
    The Executive Mission Director, Information Kerala Mission, Thiruvananthapuram
    The Accountant General (A & E) (Audit), Thiruvananthapuram
    The P & EA Department (vide UO Note No. 11356/A2/G4/Plg dated 10/10/2004)
    The Finance Department
    The Director of Local Fund Audit, Thiruvananthapuram
    Stock file / Office copy

Forwarded / by Order
Sd/-
Section Officer

കേരള സർക്കാർ

സംഗ്രഹം

പത്താം പഞ്ചവത്സര പദ്ധതി – തദ്ദേശഭരണ സ്ഥാപനങ്ങളുടെ വികേന്ദ്രീകരണം – 2004–05 വാർഷിക പദ്ധതി ഭേദഗതി ചെയ്യുന്നതിന് അനുമതി നൽകി – ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ആസൂത്രണ സാമ്പത്തിക കാര്യ (എ) വകുപ്പ്

ജി.ഒ. (എം.എസ്) നമ്പർ 79/2004/പ്ലാനിംഗ്   തിരുനന്തപുരം, 2004, നവംബർ, 10

പരാമർശം :– 31.3.2004–ലെ ജി.ഒ.(എം.എസ്) 40/2004/പ്ലാനിംഗ് നമ്പർസർക്കാർ ഉത്തരവ്

ഉത്തരവ്

തദ്ദേശ സ്ഥാപനങ്ങൾ പത്താം പഞ്ചവത്സര പദ്ധതിയുടെ ഭാഗമായി വാർഷിക പദ്ധതികൾ തയ്യാറാക്കുന്നതിനുള്ള വിശദമായ മാർഗ്ഗരേഖ പരാമർശത്തിലെ സർക്കാർ ഉത്തരവുപ്രകാരം പുറപ്പെടുവിച്ചിട്ടുണ്ട്. അതുപ്രകാരം തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ തയ്യാറാക്കിയ 2004–2005 വാർഷിക പദ്ധതിരേഖയും പ്രോജക്ടുകളും ജില്ലാ ആസൂത്രണ സമിതികൾ അംഗീകരിച്ചിട്ടുണ്ട്.

2. എന്നാൽ 'നൂറുദിന കർമ്മ പരിപാടിയുടെ' ഭാഗമായി എല്ലാ മിനിസിപ്പാലിറ്റികളിലും ജനസേവന കേന്ദ്രങ്ങൾ ആരംഭിക്കുന്നതിനും 'ആശ്രയ പരിപാടി നൂറു ഗ്രാമ പഞ്ചായത്തുകളിൽ കൂടി വ്യാപിപ്പിക്കുന്നതിനും സർക്കാർ തീരുമാനിച്ചിട്ടുണ്ട്. അതിനാൽ മുനിസിപ്പാലിറ്റികളിൽ ജനസേവന കേന്ദ്രങ്ങൾ ആരംഭിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങളുടെ ചെലവ് വഹിക്കുന്നതിനുള്ള പ്രോജക്ട് എല്ലാ മുനിസിപ്പാലിറ്റികളും തയ്യാറാക്കി 2004–05 വാർഷിക പദ്ധതിയിൽ ഉൾപ്പെടുത്തണമെന്ന് സർക്കാർ നിർദ്ദേശിക്കുന്നു. പ്രോജക്ട് റിപ്പോർട്ടിന്റെ മാതൃക ഇൻഫർമേഷൻ കേരള മിഷൻ ലഭ്യമാക്കുന്നതാണ്. ഈ പ്രവർത്തനങ്ങൾക്കാവശ്യമായ തുക കണ്ടെത്തുന്നതിന് അംഗീകാരം ലഭിച്ച പ്രോജക്ടുകൾ ഭേദഗതി ചെയ്യുകയോ ഇതുവരെയും നിർവ്വഹണം ആരംഭിക്കാത്ത പ്രോജക്ടുകളിൽ അപ്രധാനവും അപ്രസക്തവുമായവ ഒഴിവാക്കുകയോ ചെയ്യാവുന്നതാണ്. മുനിസ്പ്പാലിറ്റികളുടെ 2004–05 വാർഷിക പദ്ധതി ഇപ്രകാരം ഭേദഗതി ചെയ്യുന്നതിന് അനുമതി നൽകുന്നു.

3. ഇതുപോലെ 'ആശ്രയ' പരിപാടി പുതുതായി ഏറ്റുക്കാൻ തയ്യാറാകുന്ന എല്ലാ തലങ്ങളിലെയും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്കും പ്രസ്തുത പരിപാടി ഉൾപ്പെടുത്തുന്നതിന് അംഗീകരിച്ച 2004–05 വാർഷിക പദ്ധതി ഭേദഗതി ചെയ്യാവുന്നതാണ്.

4. ജനസേവന കേന്ദ്രങ്ങൾ ആരംഭിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങളുടെ ചെലവ് വഹിക്കുന്നതിനുള്ള പ്രോജക്ട് ഉൾപ്പടുത്തുന്നതിന് മുനിസിപ്പാലിറ്റികളും 'ആശ്രയ' പരിപാടി ഏറ്റെടുക്കുന്നതിന് എല്ലാ തലങ്ങളിലുമുള്ള തദ്ദേശഭരണ സ്ഥാപനങ്ങളും 2004–05 വാർഷിക പദ്ധതിക്ക് നിർദ്ദേശിക്കുന്ന ഭേദഗതികൾ പരിശോധിച്ച് ശുപാർശ ചെയ്യുന്നതിന് ടെക്നിക്കൽ

അഡ്വൈസറി കമ്മിറ്റികളും അവ പരിഗണിക്കുന്നതിനി ജില്ലാ ആസൂത്രണ സമിതികളും പ്രത്യേക പരിഗണന നൽകേണ്ടതാണ്.

5. ഈ ഉത്തരവ് പ്രകാരം വാർഷിക പദ്ധതിയിൽ വരുത്തുന്ന ഭേദഗതികൾ സംബന്ധിച്ച എല്ലാ നടപടിക്രമങ്ങളും 2004 നവംബർ 30-നു മുമ്പ് പൂർത്തിയാക്കേണ്ടതാണ്.

ഗവർണറുടെ ഉത്തരവിൻ പ്രകാരം
എസ്.എം. വിജയാനന്ദ്
ഗവൺമെന്റ് സെക്രട്ടറി (ആസൂത്രണം)

1. എല്ലാ ഗ്രാമ പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കു സെക്രട്ടറിമാർക്കും
2. എല്ലാ ബ്ലോക്ക് പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കു സെക്രട്ടറിമാർക്കും
3. എല്ലാ ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റുമാർക്കു സെക്രട്ടറിമാർക്കും
4. എല്ലാ കോർപ്പറേഷൻ മേയർമാർക്കും സെക്രട്ടറിമാർക്കും
5. എല്ലാ മിനിസിപ്പൽ ചെയർപേഴ്സൺമാർക്കും സെക്രട്ടറിമാർക്കും
6. എല്ലാ ജില്ലാ ആസൂത്രണ സമിതി ചെയർപേഴ്സൺമാർക്കും
7. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ഗ്രാമവികസനം
8. സെക്രട്ടറി, തദ്ദേശ സ്വയം ഭരണം
9. മറ്റ് പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർ/സെക്രട്ടറിമാർ
10. മെമ്പർ സെക്രട്ടറി, സംസ്ഥാന ആസൂത്രണ ബോർഡ്
11. പഞ്ചായത്ത് ഡയറക്ടർ
12. ഗ്രാമ വികസന കമ്മീഷണർ
13. ഡയറക്ടർ, നഗരകാര്യ വകുപ്പ്
14. എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, കുടുംബശ്രീ
15. എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ
16. ഡയറക്ടർ, പബ്ലിക് റിലേഷൻസ് വകുപ്പ്
17. എല്ലാ ജില്ലാ കളക്ടർമാർ (ആസൂത്രണ സമിതി സെക്രട്ടറിമാർക്കും
18. ഡയറക്ടർ, കേരള ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ലോക്കൽ അഡ്മിനിസ്ട്രേഷൻ, തൃശ്ശൂർ
19. എല്ലാ ജില്ലാ പ്ലാനിംഗ് ഓഫീസർമാർക്കും
20. പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്, കേരള, തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം).
21. അക്കൗണ്ടന്റ് ജനറൽ (എ & ഇ), കേരള, തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം).
22. ഡയറക്ടർ, ലോക്കൽ ഫണ്ട് ആഡിറ്റ്
23. സ്റ്റേറ്റ് പെർഫോർമൻസ് ആഡിറ്റ് ഓഫീസർ
24. ജനറൽ സെക്രട്ടറി, കേരള ഗ്രാമ പഞ്ചായത്ത് അസോസിയേഷൻ
25. സെക്രട്ടറി, കേരള ബ്ലോക്ക് പഞ്ചായത്ത് അസോസിയേഷൻ
26. സെക്രട്ടറി, മുനിസിപ്പൽ ചെയർപേഴ്സൺമാരുടെ ചേംബർ
27. സെക്രട്ടറി, ജില്ലാ പഞ്ചായത്ത് പ്രസിഡന്റുമാരുടെ ചേംബർ

പകർപ്പ്
1 മുഖ്യമന്ത്രിയുടെ സെക്രട്ടറി
2 തദ്ദേശസ്വയം ഭരണവകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറി
3 ഗ്രാമവികസന വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറി
4 മറ്റ് മന്ത്രിമാരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
5 സംസ്ഥാന ആസൂത്രണ ബോർഡ് വൈസ് ചെയർമാൻ
6 ചീഫ് സെക്രട്ടറിയുടെ അഡീഷണൽ സെക്രട്ടറി
7 വികേന്ദ്രീകൃത ആസൂത്രണ സംസ്ഥാനതല കോർഡിനേഷൻ സമിതി അംഗങ്ങൾ
8 ആസൂത്രണ സാമ്പത്തിക കാര്യവകുപ്പ്
9 തദ്ദേശസ്വയംഭരണ വകുപ്പ്
10 ഗ്രാമവികസന വകുപ്പ്.

GOVERNMENT OF KERALA

Abstract

Local Self Government Department – Information Kerala Mission – Janasevanakendrams in Municipalities – Standards for Janasevanakendrams – Approved – Orders issued.

━━━

LOCAL SELF GOVERNMENT (D) DEPARTMENT

G.O.(Rt) No. 4174/2004/LSGD   Dated, Thiruvananthapuram, 30.11.2004

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Read: (1) G.O.(Rt)No.3961/2004/LSGD dated 12.11.04

(2) Letter No.IKM/237/2004/HDP dated 26.11.04 from the Executive Mission Director, Information Kerala Mission

O R D E R

In the circumstances reported in the letter read second above, Government are pleased to approve the Technical scheme for Janasevanakendrams in Municipalities as appended.
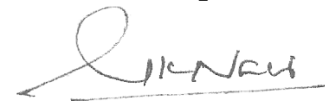
By Order of the Governor,

V. SUDARSANAN
UNDER SECRETARY

To
   The Director of Urban Affairs, Thiruvananthapuram
   The Executive Mission Director, Information Kerala Mission, Thiruvananthapuram
   The Accountant General (A&E/Audit), Thiruvananthapuram
   SF / OC

Forwarded / by Order

Section Officer

Government of Kerala

Abstract

Local Self Government Department – Information Kerala Mission – Establishment of Janasevanakendram – providing of funds to Municipalities - Sanctioned – Orders issued.

LOCAL SELF GOVERNMENT (D) DEPARTMENT

G.O.(Rt)No.4238/2004/LSGD   Dated, Thiruvananthapuram, 2.12.2004

Read: (1)   GO.(MS)No.79/2004/Plg. dated 10.11.2004
            (2)   G.O.(Rt)No.3961/2004/LSGD dated 12.11.2004
            (3)   Letter No.IKM/EMD/GC/2004 dated 26.11.2004 from the Executive
                 Mission Director, Information Kerala Mission

As per the G.O. read as 1st paper above sanction was accorded to drop projects of low priority and undertake the programme for establishing Janasevanakendram instead. As per G.O. read as 2nd paper above sanction was accorded for the approval of programme for establishing Janasevanakendram in Urban Local Bodies as a priority project under the Hundred days programme of Government.

The Executive Mission Director, Information Kerala Mission in his letter read as 3rd paper above reported that certain Municipalities have indicated that they are facing shortage of funds even after diverting of plan funds for the current year. The Implementation Committee of Information Kerala Mission at its meeting held on 23.11.04 has decided to advance funds from Information Kerala Mission's additional central assistance for the purpose so that time bound completion of Janasevanakendrams can be achieved. The funds advanced in this manner may be recouped later from the annual plan assistance of the respective Local Self Government Institutions for the year 2005-2006.

Government have examined the matter in detail and are pleased to accord sanction to the Information Kerala Mission to provide funds to the Municipalities for the

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purpose on condition that they shall furnish an undertaking (appended to this order) in hundred rupees worth stamp paper to Government with a copy to the Executive Mission Director, Information Kerala Mission and also subject to the condition that a written consent of the Urban Local Bodies concerned to deduct the amount advanced by Information Kerala Mission from the next year's plan grant-in-aid.

By Order of the Governor

P. KAMALKUTTY
SECRETARY TO GOVERNMENT

To
    The Director of Urban Affairs, Thiruvananthapuram
    The Executive Mission Director, Information Kerala Mission
    The Accountant General (A & E / Audit), Kerala, Thiruvananthapuram
    All Municipalities
    The Finance Department
    The Planning and Economic Affairs Department (vide U.O.Note No.13848/A2/04/Plg. dated 1.12.2004.
    SF / OC

Forwarded / by Order

Section Officer

<u>UNDERTAKING</u>

The Government has instructed us to establish Janasevanakendram in our Municipality as a part of the Hundred days programme of the Government. The Information Kerala Mission (IKM) has submitted a proposal for establishing Janasevanakendram to us. The Council of this Municipality vide Resolution No. ....dated ...., has approved the proposal with a total outlay of Rs...............

The Municipality has also identified the required space for Janasevanakendram in accordance with the scheme worked out by IKM. The Municipality has also worked out requirements for civil, electrical works, earthing and networking in accordance with the requirements outlined by the IKM. A total outlay of Rs.............. for civil work, electrification, earthing and cabling has been approved by the Council. The total expenditure for Janasevanakendram including the site specific additional works not covered in the Information Kerala Mission proposal comes to Rs……………..

The Municipality has set apart Rs......................... from its own funds for implementing the Janasevanakendram. An amount of Rs....................... has been mobilised from the current year's annual plan by dropping lower priority projects. The Municipality is finding it difficult to mobilise resources to the extent of Rs......................... for the programme. It is requested that an amount of Rs....................... may be advanced by IKM for completion of Janasevanakendram in this Municipality in a time bound manner. This amount may be deducted from the plan fund of the Municipality for the year 2005-2006 and paid back to the Information Kerala Mission.

Signed on this the …………………. day of ……………….. 2004.

Secretary   **Chairman**

Local Self Government (D) Department

No.54831/D1/2004/LSGD   Dated 26/11/2004

C I R C U L A R

The Government as per the G.O.(Rt)No.3961/2004/LSGD dated 12/11/2004 has included establishing Janasevanakendrams in Municipalities and Corporations as a priority project in the 100 days programme of the Government of Kerala. Proposals have been submitted by the Information Kerala Mission to the respective Municipalities and Corporations.

Establishing Janasevanakendrams include installing Sevana, the application for birth, death, marriage registrations, Sankhya, the application for accounts, establishing people friendly counters with facility for public seating with essential amenities etc. Past data entry of legacy data of birth, death and marriage registration and accounts is also to be taken up. Integration of back ends involving revenue, establishment, Plan monitoring shall be taken up as the second phase of operationalising. Janasevanakendrams.

The Government has decided to complete the establishment of Janasevanakendrams in all urban local bodies before the closing of the hundred days programme. In order to achieve this, it is necessary to ensure the following schedule.

1. Approval of IKM Proposals.   -   November 30
2. Release of funds for IKM.   -   December 3
3. Completion of civil works,
    Electrification and Earthing.   -   December 5

4.	Training of Staff in Computer fundamentals	-	December 2 – December 6
5.	Training of Staff in applications	-	December 7 – December 9
6.	Trial Run	-	December 10

Therefore Municipalities are directed to stick to the above schedule and ensure that civil works are completed immediately and staff for training are deployed at training centres.

P. Kamalkutty
Secretary
Local Self Government Department

To

The Director of Urban Affairs, Thiruvananthapuram

The Executive Mission Director, Information Kerala Mission, Thiruvananthapuram

The Secretary, Varkala Municipality, Varkala P.O., Thiruvananthapuram

The Secretary, Attingal Municipality, Attingal P.O., Thiruvananthapuram

The Secretary, Nedumangad Municipality, Nedumangad P.O., Thiruvananthapuram

The Secretary, Neyyattinkara Municipality, Neyyattinkara P.O., Thiruvananthapuram

The Secretary, Paravoor Municipality, Paravoor P.O., Kollam

The Secretary, Punaloor Municipality, Punaloor P.O., Kollam

The Secretary, Adoor Municipality, Adoor P.O., Pathanamthitta

The Secretary, Thiruvalla Municipality, Thiruvalla P.O., Pathanamthitta

The Secretary, Pathanamthitta Municipality, Pathanamthitta P.O., Pathanamthitta

The Secretary, Chengannoor Municipality, Chengannoor P.O., Alappuzha

The Secretary, Mavelikkara Municipality, Mavelikkara P.O., Alappuzha

The Secretary, Cherthala Municipality, Cherthala P.O., Alappuzha

The Secretary, Kayamkulam Municipality, Kayamkulam P.O., Alappuzha

The Secretary, Alappuzha Municipality, Alappuzha P.O., Alappuzha

The Secretary, Pala Municipality, Pala P.O., Kottayam

The Secretary, Vaikom Municipality, Vaikom P.O., Kottayam

The Secretary, Changanassery Municipality, Changanassery P.O., Kottayam

The Secretary, Kottayam Municipality, Kottayam P.O., Kottayam

The Secretary, Thodupuzha Municipality, Thodupuzha P.O., Idukki

The Secretary, Kalamassery Municipality, Kalamassery P.O., Ernakulam

The Secretary, Kothamangalam Municipality, Kothamangalam P.O., Ernakulam

The Secretary, Angamali Municipality, Angamali P.O., Ernakulam

The Secretary, Thrippunithura Municipality, Thrippunithura P.O., Ernakulam

The Secretary, Muvattupuzha Municipality, Muvattupuzha P.O., Ernakulam

The Secretary, North Paravoor Municipality, North Paravoor P.O., Ernakulam

The Secretary, Perumbavoor Municipality, Perumbavoor P.O., Ernakulam

The Secretary, Aluva Municipality, Aluva P.O., Ernakulam

Stock file / Office copy

Local Self Government (D) Department

No.55074/D1/2004/LSGD   Dated 27/11/2004

C I R C U L A R

The Government as per the G.O.(Rt)No.3961/2004/LSGD dated 12/11/2004 has included establishing Janasevanakendrams in Municipalities and Corporations as a priority project in the 100 days programme of the Government of Kerala. Proposals have been submitted by the Information Kerala Mission to the respective Municipalities and Corporations.

Establishing Janasevanakendrams include installing Sevana, the application for birth, death, marriage registrations, Sankhya, the application for accounts, establishing people friendly counters with facility for public seating with essential amenities etc. Past data entry of legacy data of birth, death and marriage registration and accounts is also to be taken up. Integration of back ends involving revenue, establishment, Plan monitoring shall be taken up as the second phase of operationalising Janasevanakendrams.

The Government has decided to complete the establishment of Janasevanakendrams in all urban local bodies before the closing of the hundred days programme. In order to achieve this, it is necessary to ensure the following schedule.

1. Approval of IKM Proposals.   - November 30
2. Release of funds for IKM.   - December 2
3. Completion of civil works,
   Electrification and Earthing.   - December 5

4.	Training of Staff in Computer fundamentals	-	December 7 - December 11
5.	Training of Staff in applications	-	December 12 - December 14
6.	Trial Run	-	December 15

Therefore Municipalities are directed to stick to the above schedule and ensure that civil works are completed immediately and staff for training are deployed at training centres.

P. Kamalkutty
Secretary
Local Self Government Department

To·

The Director of Urban Affairs, Thiruvananthapuram

The Executive Mission Director, Information Kerala Mission, Thiruvananthapuram

The Secretary, Guruvayoor Municipality, Guruvayoor P.O., Thrissur

The Secretary, Chavakkad Municipality, Chavakkad P.O., Thrissur

The Secretary, Kodungalloor Municipality, Kodungalloor P.O., Thrissur

The Secretary, Chalakkudy Municipality, Chalakkudy P.O., Thrissur

The Secretary, Irinjalakuda Municipality, Irinjalakuda P.O., Thrissur

The Secretary, Kunnamkulam Municipality, Kunnamkulam P.O., Thrissur

The Secretary, Ottappalam Municipality, Ottappalam P.O., Palakkad

The Secretary, Shornur Municipality, Shornur P.O., Palakkad

The Secretary, Chittoor Thathamangalam Municipality, Chittoor Thathamangalam P.O., Palakkad

The Secretary, Palakkad Municipality, Palakkad P.O., Palakkad

The Secretary, Perinthalmanna Municipality, Perinthalmanna P.O., Malappuram

The Secretary, Ponnani Municipality, Ponnani P.O., Malappuram

The Secretary, Manjeri Municipality, Manjeri P.O., Malappuram

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The Secretary, Thirur Municipality, Thirur P.O., Malappuram

The Secretary, Malappuram Municipality, Malappuram P.O., Malappuram

The Secretary, Vadakara Municipality, Vadakara P.O., Kozhikode

The Secretary, Quilandy Municipality, Quilandy P.O., Kozhikode

The Secretary, Kalpetta Municipality, Kalpetta P.O., Wayanad

The Secretary, Mattannur Municipality, Mattannur P.O., Kannur

The Secretary, Thalipparamba Municipality, Thalipparamba P.O., Kannur

The Secretary, Koothuparamba Municipality, Koothuparamba P.O., Kannur

The Secretary, Payyannur Municipality, Payyannur P.O., Kannur

The Secretary, Thalassery Municipality, Thalassery P.O., Kannur

The Secretary, Kannur Municipality, Kannur P.O., Kannur

The Secretary, Kanhangad Municipality, Kanhangad P.O., Kasaragod

The Secretary, Kasargod Municipality, Kasargod P.O., Kasaragod

Stock file / Office copy

GOVERNMENT OF KERALA

Abstract

Local Self Government Department – Information Kerala Mission – setting up of Janasevana Kendrams in Municipalities – Implementation of *Sevana* Application Software – Norms for operationalising Janasevana Kendram - approved – Orders issued.

LOCAL SELF GOVERNMENT (D) DEPARTMENT

G.O. (Rt) 1288/2005/LSGD	Thiruvananthapuram, Dated 31-03-2005

Read:- (1)   G.O. (Rt) No. 3961/2004/LSGD dated 12.11.2004
(2)   G.O. (Rt) No. 4174/2004/LSGD dated 30.11.2004
(3)   Letter No. IKM/EMD/GC/2005 dated 07.03.2005 from Executive Mission Director, Information Kerala Mission.

ORDER

In the G.O. read as 1st paper above Govt. have accorded sanction for the proposal of Fast Track Computerisation of Municipalities to install Janasevana Kendram in all the 53 Municipalities in the State as a priority project under the Hundred Day's Programme of Govt. of Kerala. Further, Govt. has approved the technical scheme for Janasevana Kendrams in Municipalities as per the G.O. read 2nd.

2) The Executive Mission Director, Information Kerala Mission vide his letter read as 3rd paper above has now forwarded a proposal on the norms for operationalising the Janasevana Kendrams with specific reference to the *Sevana* Software Application suite for Birth, Death, Marriage and Still Birth Registrations, Issue of Certificates and other related transactions.

3) The Govt. have examined the matter in details and are pleased to approve the norms as appended, for operationalising the Janasevana Kendrams and *Sevana* Software suite in Municipalities.

4) The Secretaries of the Municipalities and the officers in charge of Birth, Death and Marriage Registrations shall strictly adhere to the instructions.
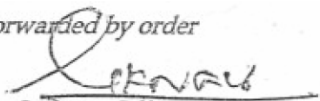
The Information Kerala Mission will consolidate reports of compliance of the directions issued by the Govt. for the functioning of the Janasevana Kendrams on a quarterly basis and submit them to the Secretary, Local Self Govt. Department.

(By order of the Governor)

P.N. CHANDRASEKHARAN
Deputy Secretary to Govt.

To
Director of Urban Affairs, Thiruvananthapuram.
Regional Joint Director of Municipal Administration, Kollam, Kochi, Kozhikode.
The Secretaries of all Municipalities (through Chairman)
Executive Mission Director, Information Kerala Mission.
The Director of Local Fund Audit, Thiruvananthapuram
Accountant General (A&E/ Audit), Kerala, Thiruvananthapuram.
Stock File
Office copy

Forwarded by order

Section Officer

NORMS FOR OPERATIONALISING JANASEVANAKENDRAMS IN MUNICIPALITIES WITH SPECIFIC REFERENCE TO BIRTH, DEATH, MARRIAGE AND STILL BIRTH REGISTRATIONS

1.0   Introduction

The Janasevanakendram is a modern computerised front office designed for Local Self Government Institutions (LSGIs) by the Information Kerala Mission (IKM) for improved service delivery. It is being established in all Municipalities in Kerala under a special campaign initiated under the hundred days' programme of the Government of Kerala. The Information Kerala Mission aims at extending its e-governance programme for urban local self government institutions centred around Janasevanakendrams.

The norms for operationalising Janasevanakendrams in Municipalities with specific reference to transactions relating to Birth, Death, Marriage and Still birth registrations is covered in this document.

2.0   Objectives of Janasevanakendrams

The following shall be the objectives of Janasevanakendrams:

2.1   To provide improved and efficient civic services to the citizens approaching the LSGIs for redressing their grievances and for availing public goods.

2.2   To arrive at a system of benchmarking of service offerings in the Janasevanakendrams and to arrive at a roadmap for achieving this.

2.3   To publicly declare the particulars of individual officers responsible for providing specific civic services in the LSGI and also the supervisory officers responsible for handling complaints regarding service delivery.

2.4   To ensure that the services provided in Janasevanakendrams are of standards comparable to the benchmarks fixed and to establish institutional mechanisms to ensure that the quality of service offerings in the Janasevanakendrams remain reliable, and sustainable.

2.5   To widely publicise the diverse services offered by the Janasevanakendrams, the standards for the service offerings, the criteria for service delivery, the backend mechanisms for providing the services, the decision-making mechanisms involved, the expenses, and the limitations, if any.

2.6   To handle all grievances of the public promptly and to establish clear and effective mechanisms for redressing these grievances and also complaints relating to service delivery in Janasevanakendrams.

2.7   To interact with the public in an extremely decent, humane, hospitable and helping manner and to extend a very friendly and pleasant ambience to them.

2.8   To ensure that the Janasevanakendram is a clean and tidy citizen space and that it is maintained specklessly neat and dust free with appropriate facilities for lighting and cooling and with provision for safe drinking water and sparkling clean toilets.

2.9   To make known the officers in the LSGI who are responsible for maintaining the Janasevanakendram in a citizen friendly manner and to ensure the continuance and sustainability of the people centred service delivery system.

2.10 To ensure that the backend processing of official documentation including files, registers and accounts arising from various transactions in the Janasevanakendrams are maintained in accordance with the norms prescribed from time to time systematically and without any gaps.

2.11 To devise mechanisms for empowerment of the masses by various means including regular broadcasting of comprehensive information on functioning of the LSGI using modern Information Communication Technologies.

2.12 To devise systems for disclosing as much information, regarding the activities and programmes of the LSGI, as possible, to the public thus accepting beyond doubt that citizens are the absolute masters of the local self government systems.

3.0   Management of Janasevanakendrams

3.1   The LSGI shall devise meticulous mechanisms for management of the Janasevanakendrams. A team of officers shall be established, and continuously trained in order to carry out the various operations in the Janasevanakendrams and to achieve the objectives. The Secretary of the Municipality shall head the team and shall be responsible for the computerisation programme in toto. He shall also take personal ownership of the quality of implementation of the programme.

3.2   Empowered Committee

A high level empowered committee shall be constituted in each Municipality which shall consist of the following

(i)   Chairman of the Municipality

(ii)   Vice Chairman of the Municipality

(iii)   Secretary of the Municipality

(iv)   Nodal Officer

(v)   Officer in Charge from Information Kerala Mission for the Municipality

3.3   Civil Society activities in Municipality linkages for Janasevanakendram

3.3.1   The Janasevanakendram programme shall be placed before the Municipal council as a separate agenda and discussed. The matters shall also be placed at ward sabha meetings and ward council meeting as a separate agenda and modalities of functioning of the Janasevanakendram discussed. The support of the Information Kerala Mission shall be obtained specifically for these purposes.

3.3.2   Communication shall also be sent out to residents' associations, civil society organisations and the media regarding the Janasevanakendram functioning to invoke their interest and participation.

3.3.3   Special campaigns to include marginalised sections shall be taken up by the Municipality and efforts to make the services in Janasevanakendram reach out to such sections shall be accorded top priority. Requirements of the physically and mentally challenged and linguistic minorities shall be also separately addressed.

3.4   Responsibilities of the Secretary

3.4.1   The Secretary of the Municipality shall identify a suitable officer as a nodal officer for the Janasevanakendram who shall be very dynamic and motivated enough to take up the challenging assignment. The Secretary shall personally inspect the facility on a regular basis, starting with once every day during the early days till the facility stabilises, to be followed by inspection at least once a week.

3.4.2   The Secretary shall make clear arrangements for neat and tidy upkeep of the Janasevanakendram and also for ensuring security for the infrastructure and equipment. He shall personally ensure that the staff reaches the Janasevanakendram in time at least fifteen minutes before the starting of the normal shift at 10.15 AM and that they would keep the service delivery facility operational till 5.00 PM. The lunch break during normal shift shall be 45 minutes between 1.00 PM to 2.00 PM. Efforts shall be made to operate the counter during the lunch break also by sequentially planning the lunch breaks of the counter personnel.

3.4.3   The Secretary shall look into the option of running two shifts to enhance the window for public service delivery. In case multiple shift operation is resorted to, wide publicity shall be given to invoke good citizen response.

3.4.4   The shift timings for the two shifts shall be as follows for increasing the public service window from the existing 10.15 AM to 4.45 PM - 7.45 AM - 6.45 PM

3.5   Nodal Officer for computerisation

In each Municipality, there shall be a nodal officer in charge of implementing the Janasevanakendram programme for computerising the Municipality. The nodal officer shall be an officer not below the rank of Superintendent. The nodal officer shall be the officer in charge of the operations of the Janasevanakendram.

The responsibilities of the Nodal Officer shall be the following:

3.5.1   Shall be responsible for achieving the objectives of the Janasevanakendram outlined in 2 above.

3.5.2   Shall be responsible for interacting with the Information Kerala Mission to ensure timely implementation of the computerisation programme.

3.5.3   Shall be responsible for regular attendance of the Janasevanakendram personnel and uninterrupted public services.

3.5.4   Shall be responsible for positioning backup personnel when any staff in the Janasevanakendram proceeds on leave.

3.5.5   Shall be the custodian of all hardware, COTS software and application software.

3.5.6   Shall be responsible for regular maintenance of the Janasevanakendram infrastructure.

3.5.7   Shall be responsible for proper maintenance of the hardware provided at the Janasevanakendram including breakdown maintenance with support of the Information Kerala Mission.

3.5.8   Shall interact with the Information Kerala Mission personnel deployed in the counter and provide necessary support for their functioning.

3.5.9   Shall be responsible for making available all official records necessary for regular functioning of Janasevanakendrams, master data for fresh application deployment and legacy records for past data entry.

3.5.10 Shall be responsible for maintaining adequate stock of consumables, stationery, pre-printed stationery including receipt books, computer stationery, printer consumables, floppy diskettes, CD ROMs, tapes for backup, etc.

3.5.11 Shall be responsible for ensuring alternate arrangements when the Janasevanakendram counter is not functioning due to power interruption or equipment breakdown.

3.5.12 Shall be responsible for organising planned extension activities for establishing Janasevanakendrams institutionally, by garnering support of the ward committees and ward sabhas for the people centred Service Delivery programme.

4.0   Computer users in Janasevanakendrams

The Information Kerala Mission has adopted a technology policy based on Microsoft Windows technologies in the Janasevanakendrams. Microsoft SQL Server 2000 is used as the database server and IIS server as the web server.

4.1   All the users of computers in the Janasevanakendram shall have a Windows domain user account with a username and password. The username shall be based on the name of the actual user [first name + initials (+ number[1], if necessary)].

4.2   The user creation shall be done initially by the Technical Assistant assigned by Information Kerala Mission for the Janasevanakendram based on the certified list of users from the Secretary of the Municipality. The various Windows user group and their rights shall be as follows:

Sl. No.	Windows user group	Users assigned to the group for normal user	Normal functions	Remarks
(1)	(2)	(3)	(4)	(5)
1	'Administrators'	None	Installation of applications creation of Windows domain user accounts	Not used for normal operation
2	'Backup Operators' and 'Server Operators'	Technical Assistant from IKM	1. Back up of data 2. Maintenance user functions of IKM application software	Can logon on the Server. Back up shall be done as per the back up plan prescribed.
3	'Domain Users'	Local Self Government Institution Staff	Use of client computers	can logon on the client computers in the Windows domain

4.3   The password assigned to each user should be kept confidential. The users shall be requested to change the password during their first logon. The changed password should not be disclosed to anyone under any circumstances. Sharing of password implies that the user rights would be exercised by another person, without taking over any responsibility. In the extraordinary circumstance of a forgotten

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[1] In case the username created using first name and initials are the same for more than one person in the Municipality, numeral(s) shall be added to the username to create unique usernames.

password, the administrators can reset the password to a new one, with the option 'User must change the password at next log on' enabled. When the user logs–on again, with this password, a new password can be set by the user. The user management mechanism for Sevana application suite is covered in Section5.0.

5.0 The Components of Sevana suite

The Sevana Application suite shall include the following:

(1) Sevana Inward Module   (5) Sevana District Module

(2) Sevana Local Body Kiosk   (6) Sevana State Module

(3) Sevana Hospital Kiosk   (7) Sevana Gateway Module

(4) Sevana Local Body Module   (8) Sevana Data centre

The linkages are shown below.

Figure 1
Linkages in Sevana Application suite
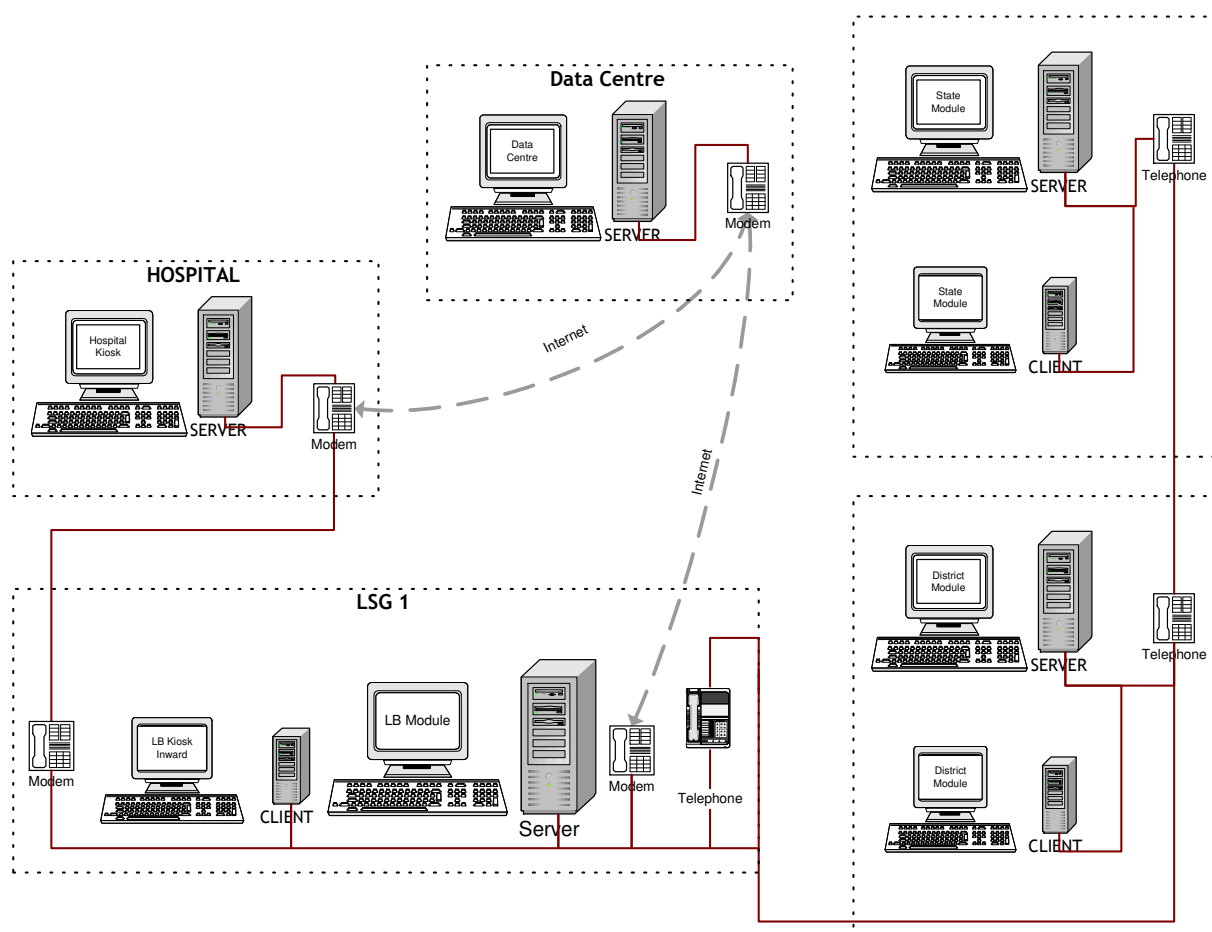
During the first phase of Janasevanakendrams it is envisage computerising all current registrations of birth, death, still birth and marriage. Information Kerala Mission has developed the Sevana suite to carryout this along with various other requirements. The full set of services sought to be offered at Janasevanakendrams through the Sevana suite is provided in Annexure 1.

The software applications, which form part of the Sevana Application Suite that are deployed during the current phase of Janasevanakendram implementation, are covered in detail below.

Sl. No.	Application Software module	Functions
(1)	(2)	(3)
1	Sevana Inward module	This application software is deployed along with the Local body kiosk module in every LSGI. The Sevana Inward application software is envisaged as an extension of the main inward system in the LSGI. All applications relating to Birth, Death, Marriage and Still Birth registrations, Issues of certificates and other related transactions would be registered in a separate inward register maintained at the LSGI inward and passed on for processing through the Sevana Inward. All the Sevana related applications reaching the LSGI would be thus entered in the Sevana Inward application and assigned a unique Inward number. Valid applications, identified based on a detailed criteria fixed (See Annexure 2) shall be entered using the 'valid inwards' screen whereas the applications which would not satisfy the criteria shall be handled using the 'rejected inwards' screen. Acknowledgment ship shall be provided for all the accepted inwards and application return slips for the rejected applications.
2	Sevana Local Body Kiosk Application (Sevana LB Kiosk Application)	All applications for registrations whether routine applications submitted within the normal reporting period of twenty-one days (for birth and death) or fifteen days (for marriage), as well as delayed registrations shall be entered using the Sevana Local body Kiosk application. These applications shall be linked to their original inward number. Verification reports for all the applications entered using the LB Kiosk application shall be

Sl. No.	Application Software module	Functions
(1)	**(2)**	**(3)**
		printed out. In the case of applications submitted directly to the LSGI the applications shall be verified by the informant directly and necessary corrections made. In the case of applications routed through institutions and hospitals reaching the LSGI in a batch mode the verification would be done by the Janasevanakendram staff themselves.
3	Sevana Local Body Module (Sevana LB Module)	The Sevana Local body module is the nucleus of the Sevana application suite. All statutory processes relating to civil registration covering all types of registrations, name inclusion, corrections, issue of various certificates including the certification for non-availability of registration, shall be covered here. Till such time past records relating to birth, death, marriage and still birth from 1970 onwards are entered in the Sevana database, services relating to current registrations alone can be completely handled electronically. During the interim period all transactions relating to old registrations would have to be handled using manual processing. The local body module also provides for synchronisation of masters with the local body kiosk module so that standardisation of data can be achieved fully. During the current implementation of Sevana LB module, certain features handled in the District module for condonation of delay for delayed reporting of births and deaths have been also integrated with the LB module.

The workflow of applications handled using the Sevana suite shall be as per the schematic shown in figure 2 below.

Figure 2
The Sevana Workflow Schematic

```
                    ┌─────────────────────────────────┐
                    │     Reports and Applications     │
                    └─────────────────────────────────┘
                                   │
    ┌──────────────────────────────────────────────────────────────┐
    │ Special register for civil registration transactions          │
    │ maintained in LSGI Inward                                     │
    └──────────────────────────────────────────────────────────────┘
                                   │
                    ┌─────────────────────────────────┐
                    │   Entry in Sevana Inward Module  │
                    └─────────────────────────────────┘
```

| Accepted Applications and Reports separated | Rejected Applications and Reports separated |

| Applications relating to corrections, inclusion and certifications based on current registrations separated | Civil Registration Reports separated | Return slips |

| Entry in LB Kiosks | Applications from hospitals and individuals directly | Individuals and Hospitals |

| Processing in Sevana LB Module | | Applications received through main inward | Despatch |

| Applications relating to earlier registrations available in manual records separated manual process |

6.0   Methodology of Sevana Implementation

The Sevana suite of the Information Kerala Mission has evolved through a rigorous process of iterative application development, during which a clear methodology of implementation and a series of best practices have been perfected. The main components of Information Kerala Missions methodology are the following:

6.1   Collection of Sevana Masters

An elaborate set of nine masters which cover essential data for handling legacy and for operationalising the current phase of Sevana suite implementation are sought to be collected. These include

     a.   Particulars of sub registration units

     b.   Particulars of registrars

     c.   Particulars of villages and towns within the local body

     d.   Particulars of post offices

     e.   Particulars of hospitals

     f.   Particulars of doctors reporting events in hospitals

     g.   Particulars of institutions

     h.   Particulars of officials in charge of institutions

     i.   Particulars of marriage places

     j.   Particulars of officials in charge of marriage places

Availability of masters for the period 1970 – 2005 is mandatory. Special efforts should be taken to locate the names of earlier Secretaries/Commissioners of the Municipalities and names of earlier Registrars and Sub Registrars from service records of pensioners, audit reports, attendance register, Salary bills etc.

6.2   Implementation of the Sevana Inward application

The Sevana Inward application shall be methodically integrated with the manual inward process handling. In many LSGIs the system of inward handling of Birth, Death and Marriage applications is adhoc and informal. However establishing accountability in handling applications during all stages of application processing is inevitable. Hence maintenance of the manual inward register, till such time the entire inward system for the LSGI is computerised, is obligatory. The acknowledgement for accepted applications and the application return slip for rejected inwards are also unavoidable.

6.3   Entry of legacy data

An elaborate process of creating a framework of manual records for birth, death and marriage followed by systematic pre-processing of legacy records has been worked out for sake of data standardisation. This shall be followed by data entry, and complete verification of the entered data followed by a process of quality control.

Entry of records from 1970 onwards and compliance of quality standards for data processing have to be adhered to without fail. Data entry shall be done by Kudumbasree units or Akshaya entrepreneurs and, in their absence, by private data entry providers locally identified through a competitive tender process.

6.4   Networking of hospitals for the issue of extracts under Section 12 of the Birth and Death Act 1969.

A network of hospitals is to be established with a mechanism for improving quality of data at the source. The network shall distribute section 12 certificates of all current registrations and use this as a means for data validation by the informants. A system of collecting prepared self addressed covers with sufficient postage stamps from informants shall be promoted in consultation with hospitals. The authorities in charge of the hospitals may be requested to use name seal of reporting officers in the requests for registrations forwarded, or that there is no ambiguity in the particulars of reporting officers. Awareness building programmes for ensuring improved quality of data in reporting forms shall be initiated.

6.5   User Management

The Sevana application has multiple user levels. The different user levels and the modules for which the user assignment is valid are given below:

Sl. No.	User level	Users assigned to this level	Sevana modules for which the user assignment is valid
(1)	(2)	(3)	(4)
1	Operator (External)	Data entry operator engaged by the Municipality or assigned by Information Kerala Mission	• LB Kiosk • Inward Module
2	Operator (internal)	Junior Health Inspector or other staff of LSGI to enter and verify the data of registration reports and applications	• LB Kiosk • Inward Module

Sl. No.	User level	Users assigned to this level	Sevana modules for which the user assignment is valid
(1)	(2)	(3)	(4)
3	Issuer	Sub Registrar of births and deaths registrations for issue of certificates and extracts. (Health Inspector or Junior Health Inspector)	• Inward Module • LB Module
4	Approver	Registrar of births and deaths (Health Inspector)	• Inward Module • LB Module
5	Administrator	Registrar of marriage and District Registrar for births and deaths (Secretary)	• Inward Module • LB Module
6	Maintenance User	Technical Assistant of Information Kerala Mission to perform back up and other tasks	• Inward Module • LB Kiosk • LB Module

6.6   The rights and responsibilities of the various users handling the different applications shall be as follows:

Sl. No.	User level	Rights and Responsibilities		
		Inward Module	LB Kiosk	LB Module
(1)	(2)	(3)	(4)	(5)
1	Operator (External)	• Entry of details of all inwards received in the section • Printing of verification report and performing corrections, if any • Forwarding of forms to LB Kiosk Module, LB Module or to the manual process • Printing of daily inward status report	• Entry of Registration details of new registrations • Printing of verification reports and performing corrections marked by the Operator (internal) • Printing of acknowledgement slip • Transfer of verified data to the LB Module	NA
2	Operator (internal)	• Entry of details of all inwards received in the section • Printing of	• Entry of Registration details of new registrations • Printing of verification	NA

Sl. No.	User level	Rights and Responsibilities		
		Inward Module	LB Kiosk	LB Module
(1)	(2)	(3)	(4)	(5)
		verification report and performing corrections, if any • Forwarding of forms to LB Kiosk Module, LB Module or to the manual process • Printing of daily inward status report	report • Verification of data entered using the verification printout • Printing and signing of acknowledgement slip • Printing of daily status report • Transfer of verified data to the LB Module	
3	Issuer		NA	• Printout of extract as per Section 12 of all approved birth, death and still birth registrations • Searching and printing of birth, death and still birth extracts as per Section 17, against request received • Searching and printing of extracts of marriage registration against request received • Search for non – registration • Entry of details for delayed registrations, name inclusion, minor correction and major correction

Sl. No.	User level	Rights and Responsibilities		
		Inward Module	LB Kiosk	LB Module
(1)	**(2)**	**(3)**	**(4)**	**(5)**
				for submission to Registrar (birth, death and marriage)
4	Approver		NA	• Approval of birth, death and still birth registration, whose data entry was done at the LB Kiosk • Recording of reasons for non-registration of birth, death and still birth, for entries that cannot be registered. • Printing of list of registrations made, to be given to issuer • Approval for delayed birth, death and still birth registration upto 30 days, name inclusion, minor corrections and major corrections
5	Administrator	Creation of users for the module (using the admin module)	Creation of users for the module (using the admin module)	• Registrar of marriage and District Registrar for births and deaths (Secretary) • Approval of marriage registrations,

Sl. No.	User level	Rights and Responsibilities		
		Inward Module	LB Kiosk	LB Module
(1)	**(2)**	**(3)**	**(4)**	**(5)**
				whose data entry was done at the LB Kiosk
				• Recording of reasons for non – registration of marriage, for entries that cannot be registered
				• Printing of list of registrations made, to be given to Issuer
				• Approval of minor corrections in marriage registration
				• Approval for delayed birth, death and still birth registrations received from LB Kiosk that are reported after 30 days, but within one year
				• Approval for delayed marriage registrations reported between 15-30 days after marriage.
				• Creation and maintenance of users for the various modules of Sevana
				• Update of Master data, if necessary

Sl. No.	User level	Rights and Responsibilities		
		Inward Module	LB Kiosk	LB Module
(1)	**(2)**	**(3)**	**(4)**	**(5)**
6	Maintenance User	• Entry of Inward details of all inwards received in the section • Printing of verification report and performing corrections, if any • Forwarding of forms to LB Kiosk Module, LB Module or to the manual process • Printing of daily inward status report	• Transfer of verified data to the LB Module	• Verification of data for correctness with the manual records • Efforts to improve and maintain data quality, especially with respect tot he coding of occupation, educational qualification and other statistical data • Backup of database and other maintenance functions • Assisting the administrator in user creation and master data update

6.7 Synchronisation of manual and electronic records

Till such time the birth, death and marriage records are not digitised fully, the manual record keeping, i.e. keeping of the registration forms as bound volumes with appropriate remarks is to be followed as is now. Adequate case should be taken in ensure details of name inclusion and corrections are recorded in the manual records as and when the processes are carried out electronically. Efforts should also be taken to ensure that the statistical component of the data relating to births and deaths are also electronically entered. The Research Assistant in charge of compiling this data may be specifically instructed to comply with this requirement. The Secretary of the Municipality (for marriage registrations) and the Health Inspector concerned (for births and deaths) shall take special care to ensure that the

electronic database and manual systems are maintained properly and synchronised.

7.0   The roadmap of Janasevanakendrams

A tentative roadmap for the Janasevanakendram programmes is provided below:

Sl.No.	Major Activity	Month
(1)	(2)	(3)
1	Accounts application implementation	May 2005
2	Establishment application implementation	May 2005
3	Plan accounts	May 2005
4	Pensions and Social Welfare Schemes	September 2005
5	Workflow and decision tracking system	March 2006

All the application suites developed by Information Kerala Mission for computerisation of LSGIs shall be tried out during April 2005 – March 2006 in the Municipalities and perfected.

Annexure 1

Packages of Services sought to be offered through the Janasevanakendrams using Sevana suite

Sl. No.	Type of Registration	Type of Service
1.	Birth	Normal Registration, born within the country
2.	Birth	Delayed reporting, born outside the country
3.	Birth	Delayed reporting, upto 30 days of birth, within the country
4.	Birth	Delayed reporting, within 1 year of birth, within the country
5.	Birth	Normal Registration, born outside the country
6.	Birth	Delayed registration, after 1 year of birth, within the country
7.	Birth	Name inclusion within 1 year of birth, within the country (Old)
8.	Birth	Name inclusion within 1 year of birth, within the country (New)
9.	Birth	Minor correction in Register (Old)
10.	Birth	Minor correction in Register (New)
11.	Birth	Major correction in Register (Old)
12.	Birth	Name inclusion beyond 1 year as per school records in various – difference in date of birth more than 6 months (New)
13.	Birth	Major correction in Register (New)
14.	Birth	Certificate of extract under section 17 (Old)
15.	Birth	Certificate of extract under section 17 (New)
16.	Birth	Non availability certificate (Old)
17.	Birth	Name inclusion beyond 1 year of birth not involving variance with school record (Old)
18.	Birth	Name inclusion beyond 1 year of birth not involving variance with birth record (New)
19.	Birth	Non availability certificate (New)
20.	Birth	Name inclusion beyond year of birth with date of birth as per school records in various – difference in date of birth less than 6 months (Old)
21.	Birth	Name inclusion beyond year of birth with date of birth as per school records in various – difference in date of birth less than 6 months (New)
22.	Birth	Name inclusion beyond 1 year with as per school records in various – difference in date of birth more than 6 months (Old)
23.	Birth	Search for Registration
24.	Birth	Delayed Registration cases reported by the Police
25.	Death	Delayed Registration cases reported by the Police

Sl. No.	Type of Registration	Type of Service
26.	Death	Normal Registration
27.	Death	Delayed reporting, upto 30 days
28.	Death	Delayed reporting, within 1 year
29.	Death	Delayed Registration, after 1 year
30.	Death	Minor correction (Old)
31.	Death	Minor correction (New)
32.	Death	Major correction (Old)
33.	Death	Major correction (New)
34.	Death	Non availability certificate (Old)
35.	Death	Non availability certificate (New)
36.	Death	Certificate of extract under section 17 (Old)
37.	Death	Certificate of extract under section 17 (New)
38.	Death	Search for Registration
39.	Still birth	Normal Registration
40.	Still birth	Delayed reporting, upto 30 days
41.	Still birth	Delayed reporting, within 1 year
42.	Still birth	Delayed Registration, after 1 year
43.	Still birth	Minor correction (Old)
44.	Still birth	Minor correction (New)
45.	Still birth	Major correction (Old)
46.	Still birth	Major correction (New)
47.	Still birth	Certificate of extract under section 17 (Old)
48.	Still birth	Certificate of extract under section 17 (New)
49.	Still birth	Search for Registration
50.	Marriage	Normal Registration
51.	Marriage	Delayed reporting, upto 30 days
52.	Marriage	Delayed reporting, after 30 days
53.	Marriage	Minor correction (Old)
54.	Marriage	Minor correction (New)
55.	Marriage	Major correction (Old)
56.	Marriage	Major correction (New)
57.	Marriage	Certified extract of Marriage Registration (Old)
58.	Marriage	Certified extract of Marriage Registration (New)
59.	Marriage	Search for Registration

Annexure 2
Criteria for rejection of application

Sl.No.	Type of Registration	Reasons for Rejection
1	Birth – Still Birth registration reports	1.1 Birth registration 1.1.1 Birth date not recorded 1.1.2 Birth place not recorded 1.1.3 Birth date entered in manual record not valid eg: 30.02.2005 1.1.4 Place of birth is outside the jurisdiction of the LSGI 1.1.5 Sex of child not recorded 1.1.6 The reported date of birth is recorded as a date beyond the inward date 1.1.7 The name and signature of informant not recorded. 1.1.8 Address of informant not recorded. 1.1.9 Counter signature name and designation of officer reporting the birth from hospital not included 1.1.10 Mothers name missing 1.1.11 Fathers name missing even though the birth is arising out of a legal marriage 1.1.12 Dispute over heredity of the child 1.1.13 Separate reporting forms not submitted for multiple births inspite of reporting that multiple births have occured.
2	Death registration reports	1.2 Death Registration 1.2.1 Date of death or place of death or both not recorded 1.2.2 Invalid date of death entered in the manual record. eg. 30.02.2005 1.2.3 Place of death outside the jurisdiction of the local body

Sl.No.	Type of Registration	Reasons for Rejection
		1.2.4 Sex of the dead person not reported
		1.2.5 The reported date of death is a date recorded as a date beyond the inward date
		1.2.6 Name and signature informant missing
		1.2.7 Address of informant not recorded
		1.2.8 Counter signature name and designation of officer reporting the death from hospital not included
		1.2.9 Dispute whether death is natural or accidental
		1.2.10 Certification form police department not being available, in spite of the death being accidental
3	Marriage registration reports	1.3 Marriage Registration
		1.3.1 Marriage date not recorded
		1.3.2 Marriage place not recorded
		1.3.3 Marriage date entered in manual record not valid eg: 30.02.2005
		1.3.4 Place of Marriage is outside the jurisdiction of the LSGI
		1.3.5 Name of wife or husband or both missing
		1.3.6 Occupation of wife and husband not recorded
		1.3.7 Place of marriage not recorded
		1.3.8 Age of wife and husband not recorded
		1.3.9 Marital status of wife and husband not recorded
		1.3.10 Name of the guardian
		1.3.11 Name and address of one of the witness not recorded
		1.3.12 Signature of one of the witness not recorded

Sl.No.	Type of Registration	Reasons for Rejection
		1.3.13 Husband or wife not legally entitled for a marriage
		1.3.14 Wife and husband have not reached age of marriage
		1.3.15 Wife or husband are involved in other marriage relations presents
		1.3.16 Wife or husband not belonging with the Hindu religion
		1.3.17 Documents like proof of religion, age of wife and husband, invitation letters and proof that the marriage has actually commenced which are normally demanded by the marriage registrar at the time processing of marriage reports.

Annexure 10
Municipalities in which *JanasevanaKendram*s were implemented by March 2005

Sl. No.	Name of Municipality	District	Grd	Phase
1.	Kasaragod	Kasaragod	1	0
2.	Kannur	Kannur	1	1
3.	Payyannur	Kannur	3	1
4.	Kuthuparamba	Kannur	3	1
5.	Quilandy	Kozhikode	3	1
6.	Tirur	Malappuram	1	1
7.	Manjeri	Malappuram	2	1
8.	Ponnani	Malappuram	3	1
9.	Perinthalmanna	Malappuram	2	1
10.	Palakkad	Palakkad	1	1
11.	Chittur-Thathamanagalam	Palakkad	3	1
12.	Ottappalam	Palakkad	3	1
13.	Kottayam	Kottayam	1	1
14.	Changanassery	Kottayam	1	1
15.	Pathanamthitta	Pathanamthitta	2	1
16.	Thiruvalla	Pathanamthitta	1	1
17.	Paravoor	Kollam	3	1
18.	Nedumangad	Thiruvananthapuram	3	1
19.	Attingal	Thiruvananthapuram	2	0

കേരള സർക്കാർ

ആസൂത്രണ സാമ്പത്തികകാര്യ (എ) വകുപ്പ്

നമ്പർ 1579/എ.1/2004/പ്ലാനിംഗ്   തിരുവനന്തപുരം

തീയതി: 03−02−2004

സർക്കുലർ

വിഷയം:- തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങളുടെ വാർഷിക പദ്ധതികളുടെയും കൈമാറ്റം ചെയ്യപ്പെട്ട കേന്ദ്ര-സംസ്ഥാനാവിഷ്കൃത പരിപാടികളുടെയും നടത്തിപ്പിന്റെ പുരോഗതി റിപ്പോർട്ട് തയ്യാറാക്കി വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനുള്ള പരിശീലന പരിപാടികൾ സംബന്ധിച്ച്.

സൂചന:-   03-02-2004-ലെ ജി.ഒ (എം.എസ്) 7/2004/പ്ലാനിംഗ് നമ്പർ സർക്കാർ ഉത്തരവ്.

വികേന്ദ്രീകൃതാസൂത്രണത്തിന്റെ ഭാഗമായി തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ നടപ്പിലാക്കി വരുന്ന വികസന പരിപാടികളുടെ നിർവഹണ പുരോഗതി റിപ്പോർട്ടുകൾ ഇൻഫർമേഷൻ കേരള മിഷൻ (ഐ.കെ.എം) വികസിപ്പിച്ചിട്ടുള്ള "സൂലേഖ" സോഫ്റ്റ് വെയർ ഉപയോഗിച്ച് തയ്യാറാക്കി സംസ്ഥന തലത്തിൽ ക്രോഡീകരിക്കേണ്ടതാണെന്ന് സൂചനയിലെ സർക്കാർ ഉത്തരവ് പ്രകാരം നിർദ്ദേശം നൽകിയിട്ടുണ്ട്. ഇതിനായി ഇക്കണോമിക്സ് & സ്റ്റാറ്റിസ്റ്റിക്കൽ വകുപ്പിൽനിന്ന് തദ്ദേശഭരണ സ്ഥാപനങ്ങളിലേക്ക് നിയമിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥൻമാർക്കും തദ്ദേശഭരണ സ്ഥാപനങ്ങളിലെ പദ്ധതി പ്രവർത്തനങ്ങൾ കൈകാര്യം ചെയ്യുന്ന ഉദ്യോഗസ്ഥൻമാർക്കും ഇൻഫർമേഷൻ കേരള മിഷൻ പരിശീലനം നൽകുന്നതാണ്. ഇക്കണോമിക്സ് & സ്റ്റാറ്റിസ്റ്റിക്കൽ വകുപ്പിലെ റിസർച്ച് അസിസ്റ്റന്റുമാർ കംപയിലർമാർ മുതലായ തസ്തികകളിൽ തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ നിയമിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥർക്ക് രണ്ട് ദിവസത്തെ പരിശീലനവും ഓരോ തദ്ദേശഭരണ സ്ഥാപനത്തിലും വികേന്ദ്രീകൃതാസൂത്രണ പരിപാടികളുടെ ചുമതലയുള്ള ഒരു ഉദ്യോഗസ്ഥന് അഞ്ച് ദിവസത്തെ പരിശീലനവും നൽകുവാനാണ് നിശ്ചയിച്ചിട്ടുള്ളത്. സംസ്ഥാനത്തിന്റെ വിവിധ കേന്ദ്രങ്ങളിൽവെച്ച് നിശ്ചിത ഷെഡ്യൂൾ പ്രകാരം പരിശീലനപരിപാടി നടത്തുന്നതാണ്. പ്രസ്തുത ഷെഡ്യൂൾ പ്രകാരം ഉദ്യോഗസ്ഥരെ അതാതു കേന്ദ്രങ്ങളിലെ പരിശീലനത്തിൽ പങ്കെടുപ്പിക്കുന്നതിന് ബന്ധപ്പെട്ട വകുപ്പുകൾ/തദ്ദേശഭരണ സ്ഥാപനത്തിലെ സെക്രട്ടറിമാർ നടപടി സ്വീകരിക്കേണ്ടതാണെന്ന് ഗവൺമെന്റ് നിർദ്ദേശിക്കുന്നു. പരിശീലനം സംബന്ധിച്ച് മറ്റ് കാര്യങ്ങൾ ചുവടെ നൽകുന്നു.

(i)   ഇക്കണോമിക്സ് & സ്റ്റാറ്റിസ്റ്റിക്സ് വകുപ്പിലെ ഉദ്യോഗസ്ഥർക്കുള്ള രണ്ട് ദിവസത്തെ പരിശീലന ഷെഡ്യൂൾ അനുബന്ധം 1-ലും തദ്ദേശഭരണ സ്ഥാപനങ്ങളിലെ ഉദ്യോഗസ്ഥർ ക്കുള്ള അഞ്ച് ദിവസത്തെ പരിശീലന ഷെഡ്യൂൾ അനുബന്ധം 2-ലും നൽകുന്നു.

(ii)   പരിശീലനത്തിൽ പങ്കെടുക്കുന്ന ഉദ്യോഗസ്ഥരുടെ യാത്രാ ചെലവ് അതാതു സ്ഥാപനങ്ങളിൽ നിന്ന് നൽകേണ്ടതാണ്.

(iii) നിശ്ചയിച്ചിരിക്കുന്ന എല്ലാ പരിശീലന ക്ലാസുകളിലും പരിശീലനാർത്ഥികൾ ആദ്യവ സാനം പങ്കെടുക്കേണ്ടതാണ്.

(iv) ഇൻഫർമേഷൻ കേരള മിഷന്റെ സാങ്കേതിക സഹായത്തോടെ നടത്തുന്ന ഈ പരിശീലന പരിപാടി നിരവധി സാങ്കേതിക ഘടകങ്ങൾകൂടി ഉൾപ്പെട്ടതായതിനാൽ എല്ലാ ഉദ്യോഗസ്ഥരും നിർബന്ധമായും പരിശീലന കേന്ദ്രത്തിൽ ഏർപ്പെടുത്തിയിരിക്കുന്ന സ്ഥലത്ത് താമസിച്ച് പരിശീലനം പൂർത്തിയാക്കേണ്ടതാണ്.

എസ്. എം. വിജയാനന്ദ്

സെക്രട്ടറി(ആസൂത്രണം)

1. ഡയറക്ടർ, ഇക്കണോമിക്സ് & സ്റ്റാറ്റിസ്റ്റിക്സ്.
2. ഡയറക്ടർ, പഞ്ചായത്ത്.
3. ഡയറക്ടർ, നഗരകാര്യം.
4. കമ്മീഷണർ, ഗ്രാമവികസനം.
5. ഗവൺമെന്റ് സെക്രട്ടറി, തദ്ദേശസ്വയംഭരണം.
6. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ഗ്രാമവികസനം.
7. മെമ്പർ സെക്രട്ടറി, സംസ്ഥാന ആസൂത്രണബോർഡ്.
8. എല്ലാ ഗ്രാമ പഞ്ചായത്ത് സെക്രട്ടറിമാർക്കും
9. എല്ലാ ബ്ലോക്ക് പഞ്ചായത്ത് സെക്രട്ടറിമാർക്കും
10. എല്ലാ ജില്ലാ പഞ്ചായത്ത് സെക്രട്ടറിമാർക്കും
11. എല്ലാ മുനിസിപ്പൽ സെക്രട്ടറിമാർക്കും
12. എല്ലാ കോർപ്പറേഷൻ സെക്രട്ടറിമാർക്കും
13. എക്സിക്യൂട്ടീവ് മിഷൻ ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ.

അനുബന്ധം 1

ഇക്കണോമിക്സ് & സ്റ്റാറ്റിസ്റ്റിക്സ് വകുപ്പിലെ ഉദ്യോഗസ്ഥർക്കുള്ള രണ്ട് ദിവസത്തെ

പരിശീലന ഷെഡ്യൂൾ

<table>
<tr>
<td colspan="4">പരിശീലന കേന്ദ്രം –സ്റ്റേറ്റ് കോ–ഓപ്പറേറ്റീവ് ബാങ്ക് ട്രെയിനിംഗ് സെന്റർ, മണ്‍വിള, തിരുവനന്തപുരം</td>
</tr>
<tr>
<td>ക്രമ നമ്പർ</td>
<td>പരിശീലന തീയതി</td>
<td>പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ട ഉദ്യോഗസ്ഥൻ</td>
<td>ജില്ലകൾ</td>
</tr>
<tr>
<td>1.</td>
<td>05-02-2004 മുതൽ 06-02-2004 വരെ</td>
<td>ഇക്കണോമിക്സ് ആന്റ് സ്റ്റാറ്റിസ്റ്റിക്സ് വകുപ്പിലെ വികേന്ദ്രീകൃതാസൂത്രണ പരിപാടി കൈകാര്യം ചെയ്യുന്ന ഇൻവെസ്റ്റിഗേറ്റർമാർ, റിസർച്ച് അസിസ്റ്റന്റുമാർ</td>
<td>1. തിരുവനന്തപുരം

2. കൊല്ലം

3. ആലപ്പുഴ

4. കോട്ടയം

5. ഇടുക്കി

6. തൃശൂർ

7. വയനാട്</td>
</tr>
<tr>
<td>2.</td>
<td>07-02-2004 മുതൽ 08-02-2004 വരെ</td>
<td>ഇക്കണോമിക്സ് ആന്റ് സ്റ്റാറ്റിസ്റ്റിക്സ് വകുപ്പിലെ വികേന്ദ്രീകൃതാസൂത്രണ പരിപാടി കൈകാര്യം ചെയ്യുന്ന ഇൻവെസ്റ്റിഗേറ്റർമാർ, റിസർച്ച് അസിസ്റ്റന്റുമാർ</td>
<td>1. പത്തനംതിട്ട

2. എറണാകുളം

3. പാലക്കാട്

4. മലപ്പുറം

5. കോഴിക്കോട്

6. കണ്ണൂർ

7. കാസർഗോഡ്</td>
</tr>
<tr>
<td>3.</td>
<td>09-02-2004 മുതൽ 10-02-2004 വരെ</td>
<td>ഇക്കണോമിക്സ് ആന്റ് സ്റ്റാറ്റിസ്റ്റിക്സ് വകുപ്പിൽ നിന്നുള്ള മുനിസിപ്പാലിറ്റിയിലേയും കോർപ്പറേഷനിലേയും യു.ഡി. കംപയിലർമാർ</td>
<td>എല്ലാ മുനിസിപ്പാലിറ്റികളും, കോർപ്പറേഷനുകളും (53മുനിസിപ്പാലിറ്റികളും, 5 കോർപ്പറേഷനുകളും)</td>
</tr>
</table>

തദ്ദേശഭരണ സ്ഥാപനങ്ങളിലെ ഉദ്യോഗസ്ഥർക്കുള്ള അഞ്ച് ദിവസത്തെ പരിശീലന ഷെഡ്യൂൾ

❚ തിരുവനന്തപുരം

			പരിശീലന കേന്ദ്രം –സ്റ്റേറ്റ് കോ–ഓപ്പറേറ്റീവ് ബാങ്ക് ട്രെയിനിംഗ് സെന്റർ, മണ്‍വിള, തിരുവനന്തപുരം പങ്കെടുക്കുന്ന ജില്ലകൾ – തിരുവനന്തപുരം,കൊല്ലം, പത്തനംതിട്ട, കോട്ടയം		
ബാച്ച്	ടീം	പരിശീലന തീയതി	പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ട തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ	ജില്ലകൾ
1	1	13/02/2004 മുതൽ 17/02/2004	*ഗ്രാമപഞ്ചായത്തുകൾ* –ചെമ്മരുതി, ഇടവ, ഇലകമണ്‍, മണമ്പൂർ, ഒറ്റൂർ,ചെറുന്നിയൂർ, വെട്ടൂർ -(7)	തിരുവനന്തപുരം
			കിളിമാനൂർ, പഴയകുന്നുമ്മൽ, കരവാരം, മടവൂർ, പള്ളിയ്ക്കൽ, നഗരൂർ, നാവായിക്കുളം, പുളിമാത്ത് – (8)	
			അഴൂർ, അഞ്ചുതെങ്ങ്, വക്കം, ചിറയിൻകീഴ്, കീഴ്‌വിലം, മുദാക്കൽ, കടയ്ക്കാവൂർ, (7)	
	2	13/02/2004 മുതൽ 17/02/2004	*ഗ്രാമപഞ്ചായത്തുകൾ* – ഓച്ചിറ, കുലശേഖരപുരം, ക്ലാപ്പന, തഴവ -(4)	കൊല്ലം
			ശാസ്താംകോട്ട, വെസ്റ്റ് കല്ലട, ശൂരനാട് സൗത്ത്, പോരു വഴി, കുന്നത്തൂർ, ശൂരനാട് നോർത്ത് – (6)	
			ഉമ്മന്നൂർ, വെട്ടിക്കവല, മേലില, മൈലം, കുളക്കട, പവി ത്രേശ്വരം – (6)	
			വിളക്കുടി, തലവൂർ, പിറവന്തൂർ, പട്ടാഴി വടക്കേക്കര, പട്ടാഴി, പത്തനാപുരം – (6)	
	3	13/02/2004 മുതൽ 17/02/2004	*ഗ്രാമപഞ്ചായത്തുകൾ* – ആനിക്കാട്, കവിയൂർ, കൊറ്റ നാട്, കോട്ടാങ്ങൽ, കല്ലൂപ്പാറ, കുന്നന്താനം, മല്ലപ്പള്ളി – (7)	പത്തനംതിട്ട
			കടപ്ര, കുറ്റൂർ, നിരണം, നെടുമ്പ്രം, പെരിങ്ങര – (5)	
			ഓമല്ലൂർ, ചെന്നീർക്കര, ഇലന്തൂർ, ചെറുകോൽ, കോഴഞ്ചേരി, മല്ലപ്പുഴശ്ശേരി, നാരങ്ങാനം –(7)	
	4	13/02/2004 മുതൽ 17/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ – തലയാഴം, ചെമ്പ്, മറവന്തുരു ത്ത്, ടി.വി. പുരം, വെച്ചൂർ, ഉദയനാപുരം – (6)	കോട്ടയം
			കടുതുരുത്തി, കല്ലറ, മാഞ്ഞൂർ, മുളക്കുളം, ഞീഴൂർ, തലയോലപ്പറമ്പ്, വെള്ളൂർ, – (7)	
			മേലുകാവ്, മൂന്നിലവ്, പുഞ്ഞാർ, ഈരാറ്റുപേട്ട, പൂഞ്ഞാ ർ തെക്കേക്കര, തലപ്പലം, തീക്കോയി, തലനാട്, തിടനാട് –(9)	
2	1	19/02/2004 മുതൽ 23/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ– കല്ലറ, നെല്ലനാട്, പുല്ലമ്പാറ, വാമനപുരം, പാങ്ങോട്, നന്ദിയോട്, പെരിങ്ങമല, മാണി ക്കൽ – (8)	തിരുവനന്തപുരം
			ആര്യനാട്, പൂവച്ചൽ, വെള്ളനാട്, വിതുര, ഉഴമലയ്ക്കൽ, കുറ്റിച്ചൽ, തൊളിക്കോട്, കാട്ടാക്കട – (8)	
			അണ്ടൂർകോണം, കരിനംകുളം, കഴക്കൂട്ടം, മംഗലപുരം, പോത്തൻകോട്, ശ്രീകാര്യം – (6)	
	2	19/02/2004 മുതൽ 23/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ – മൈനാഗപ്പള്ളി, ആലപ്പാട്, കരുനാഗപ്പള്ളി, തൊടിയൂർ – (4)	കൊല്ലം
			കുളത്തൂപ്പുഴ, ഏരൂർ, അലയമണ്‍, അഞ്ചൽ, ഇടമുളയ്ക്കൽ, കരവാളൂർ, തെന്മല, ആര്യങ്കാവ് –(8)	
			വെളിയം, പൂയപ്പള്ളി, കരീപ്ര, എഴുകോൺ, നെടുവത്തൂർ,	
			മയ്യനാട്, തൃക്കോവിൽവട്ടം, കൊറ്റങ്കര, ഇളമ്പള്ളൂർ – (4)	

ബാച്ച്	ടീം	പരിശീലന തീയതി	പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ട തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ	ജില്ലകൾ
2	3	19/02/2004 മുതൽ 23/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ – റാന്നി പഴവങ്ങാടി, റാന്നി, റാന്നി അങ്ങാടി, റാന്നി-പെരുനാട്, വടശ്ശേരിക്കര, ചിറ്റാർ, സീത ത്തോട്, നാറാണംമുഴി, വെച്ചൂച്ചിറ –(9) കോന്നി, അരുവാപ്പുറം, പ്രമാടം, മൈലപ്ര, വള്ളിക്കോട്, തണ്ണിത്തോട്, മലയാലപ്പുഴ –(7) പന്തളം തെക്കേക്കര, തുമ്പമൺ, പന്തളം–(3)	പത്തനംതിട്ട
	4	19/02/2004 മുതൽ 23/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ – ഏറ്റുമാനൂർ, അയ്മാനം, അതി രംപുഴ, ആർപ്പൂക്കര, കുമാരനല്ലൂർ, നീണ്ടൂർ – (6) കടപ്ലാമറ്റം, മരങ്ങാട്ടുപള്ളി,കാണക്കാരി ,വെളിയന്നൂർ ,കിടങ്ങൂർ, കുറവിലങ്ങാട്, ഉഴവൂർ, രാമപുരം – (8) അയർകുന്നം, കുമരകം, നാട്ടകം, പുതുപള്ളി, പനച്ചിക്കാട്, തിരുവാർപ്പ്, വിജയപുരം, മണർക്കാട് (8)	കോട്ടയം
3	1	25/02/2004 മുതൽ 29/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ – ആനാട്, അരുവിക്കര, പനവൂർ, കരകുളം, വെമ്പായം – (5) കുടപ്പനക്കുന്ന്, വട്ടിയൂർക്കാവ് – (2) ബാലമാരപുരം, പള്ളിച്ചൽ, മാറനല്ലൂർ, മലയിൻകീഴ്, വിള പ്പിൽ, വിളവൂർക്കൽ, കല്ലിയൂർ – (7)	തിരുവനന്തപുരം
	2	25/02/2004 മുതൽ 29/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ – പെരിനാട്, കുണ്ടറ, കിഴക്കേകല്ലട, പേരയം, മൺട്രോതുരുത്ത്, പനയം – (6) തെക്കുംഭാഗം, ചവറ, തേവലക്കര, പന്മന, നീണ്ടകര –(5) തൃക്കടവൂർ, തൃക്കരുവ – (2) പൂതക്കുളം, കല്ലുവാതുക്കൽ, ചാത്തന്നൂർ, ആദിച്ചനല്ലൂർ, നെടുമ്പന –(5) ചിതറ, കടയ്ക്കൽ, ചടയമംഗലം, ഇട്ടിവ, വെളിനല്ലൂർ, ഇട മാട്, നിലമേൽ – (7)	കൊല്ലം
	3	25/02/2004 മുതൽ 29/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ– ഏനാദിമംഗലം, ഏറ്റത്ത്, ഏഴം കുളം, കടമ്പനാട്, കലഞ്ഞൂർ, കൊടുമൺ, പള്ളിയ്ക്കൽ – (7) ആറന്മുള, മെഴുവേലി, കുളനട –(3) അയിമ്പൂർ, ഇരവിപേരൂർ, കോയിപ്രം, തോട്ടപ്പുഴശ്ശേരി, എഴു മറ്റൂർ, പുറമറ്റം –(6)	പത്തനംതിട്ട
	4	25/02/2004 മുതൽ 29/02/2004	ഗ്രാമപഞ്ചായത്തുകൾ –ഭരണങ്ങാനം, കരൂർ, കൊഴുവനാൽ, കടനാട്, മീനച്ചൽ, മുത്തോലി – (6) അകലക്കുന്നം, എലികുളം, കൂരോപ്പട, പാമ്പാടി, പള്ളിക്ക ത്തോട്, മീനടം –(6) കറുകച്ചാൽ, കുറിച്ചി, മാടപള്ളി, പായിപ്പാട്, തൃക്കൊടി ത്താനം, വാകത്താനം, വാഴപള്ളി – (7) ചിറക്കടവ്, കങ്ങഴ, നെടുംകുന്നം, വെള്ളാവൂർ, വാഴൂർ – (5) എരുമേലി, കാഞ്ഞിരപ്പള്ളി, കൂട്ടിക്കൽ, മണിമല, മുണ്ടക്കയം, പാറത്തോട് –(6)	കോട്ടയം
4	1	03/03/2004 മുതൽ 07/03/2004	ഗ്രാമപഞ്ചായത്തുകൾ – പെരുങ്കടവിള, കൊല്ലയിൽ, ഒറ്റശേഖരമംഗലം, ആര്യങ്കോട്, കള്ളിക്കാട്, കുന്നത്തുകാൽ, വെള്ളറട, അമ്പൂരി – (8) അതിയന്നൂർ, കാഞ്ഞിരകുളം, കരിങ്കുളം, കോട്ടുകാൽ, വിഴിഞ്ഞം, വെങ്ങാനൂർ, –(6) ചെങ്കൽ, കാരോട്, കുളത്തൂർ, പാറശ്ശാല, തിരുപുറം, പൂവാർ – (6) ബ്ലോക്ക് പഞ്ചായത്തുകൾ– വർക്കല, കിളിമാനൂർ, ചിറയിൻകീഴ്, വാമനപുരം, വെള്ളനാട്, നെടുമങ്ങാട്, കഴക്കൂട്ടം, തിരുവനന്തപുരം റൂറൽ, നേമം, പെരിങ്കടവിള, അതിയന്നൂർ, പാറശ്ശാല – (12) വർക്കല, ആറ്റിങ്ങൾ, നെടുമങ്ങാട്, നെയ്യാറ്റിൻകര, (മുനിസിപ്പാലിറ്റികൾ) – (4)	തിരുവനന്തപുരം

ബാച്ച്	ടീം	പരിശീലന തീയതി	പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ട തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ	ജില്ലകൾ
4	2	03/03/2004 മുതൽ 07/03/2004	ബ്ലോക്ക് പഞ്ചായത്തുകൾ – ഓച്ചിറ, കരുനാഗപള്ളി, ശാസ്താംകോട്ട, വെട്ടിക്കവല, പത്തനാപുരം, അഞ്ചൽ, കൊട്ടാരക്കര, ചിറ്റുമല, ചവറ, അഞ്ചാലുംമൂട്, മുഖത്തല, ഇത്തിക്കര, ചടയമംഗലം – (13) മുനിസിപ്പാലിറ്റികൾ – പറവൂർ, പുനലൂർ – (2)	കൊല്ലം
	3	03/03/2004 മുതൽ 07/03/2004	ബ്ലോക്ക് പഞ്ചായത്തുകൾ – വല്ലപ്പള്ളി, പുളിക്കീഴ്, കോയിപ്രം, ഇലന്തൂർ, റാന്നി, കോന്നി, പന്തളം, പറത്തോട്, കുളനട – (8) മുൻസിപ്പാലിറ്റികൾ–അടൂർ, തിരുവല്ല, പത്തനംതിട്ട – (3)	പത്തനംതിട്ട
	4	03/03/2004 മുതൽ 07/03/2004	ബ്ലോക്ക് പഞ്ചായത്തുകൾ – വൈക്കം, കടുതുരുത്തി, ഏറ്റുമാനൂർ, ഉഴവൂർ, ലാലം ഈരാറ്റുപേട്ട, പാമ്പാടി, പള്ളം, മാടപ്പള്ളി, വാഴൂർ, കാഞ്ഞിരപള്ളി – (11) മുനിസിപ്പാലിറ്റികൾ – പാല, വൈക്കം, ചങ്ങനാശ്ശേരി, കോട്ടയം – (4)	കോട്ടയം

പരിശീലന കേന്ദ്രം – റിന്യൂവൽ സെന്റർ എറണാകുളം പങ്കെടുക്കുന്ന ജില്ലകൾ – ആലപ്പുഴ, എറണാകുളം, ഇടുക്കി				
ബാച്ച്	ടീം	പരിശീലന തീയതി	പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ട തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ	ജില്ലകൾ
1	1	19–02–2004 മുതൽ 23-2-2004	ഗ്രാമപഞ്ചായത്തുകൾ – അരൂക്കുറ്റി, ചേന്നംപള്ളിപ്പുറം, പാണാവള്ളി, പെരുമ്പളം തൈക്കാട്ടുശ്ശേരി – (5)	ആലപ്പുഴ
			കടക്കരപള്ളി, വയലാർ, പട്ടണക്കാട്, തുറവൂർ, കുത്തിയതോട്, കോടംതുരുത്ത് എഴുപുന്ന, അരൂർ – (8)	
			മാരാരിക്കുളം നോർത്ത്, കഞ്ഞികുഴി, തണ്ണീർമുക്കം, മുഹമ്മ, ചേർത്തല സൗത്ത്, – (5)	
	2	19–02–2004 മുതൽ 23-2-2004	ഗ്രാമപഞ്ചായത്തുകൾ – ചേന്നമംഗലം, കോട്ടുവള്ളി, ഏഴിക്കര, വടക്കേക്കര, ചിറ്റാറ്റുകര – (5)	എറണാകുളം
			കരിമാലൂർ, വാരാപ്പുഴ, ആലങ്ങാട്, ഏലൂർ, കൊടുങ്ങല്ലൂർ – (5)	
			മൂക്കന്നൂർ,തുറവൂർ, മഞ്ഞപ്ര, കറുകുറ്റി, അയ്യമ്പുഴ, ശ്രീമൂലനഗരം, കാഞ്ഞൂർ, കാലടി,മലയാറ്റൂർ, നീലേശ്വരം – (9)	
			അശമന്നൂർ, മുടക്കുഴ, വേങ്ങൂർ, രായമംഗലം, കൂവപ്പടി, ഒക്കൽ – (6)	
			വെങ്ങോല, വാഴക്കുളം, കിഴക്കമ്പലം, ചൂമിക്കര, ഇടത്തല, കീഴ്മാട്, – (6)	
		19–02–2004 മുതൽ 23-2-2004	ഗ്രാമപഞ്ചായത്തുകൾ – മറയൂർ, മൂന്നാർ, കാന്തല്ലൂർ, വട്ടവട, ശാന്തംപാറ, ചിന്നക്കനാൽ, മാങ്കുളം – (7)	ഇടുക്കി
			ഇടുക്കി കഞ്ഞികുഴി, വാത്തിക്കുടി, അറക്കുളം, കാമാക്ഷി, വാഴത്തോപ്പ്, മറിയാപുരം – (6)	
			അടിമാലി, കൊന്നത്തടി, ബൈസൻവാലി, വെള്ളത്തൂവൽ, പള്ളിവാസൽ – (5)	
2	1	25–02–2004 മുതൽ 29–02–2004	ഗ്രാമപഞ്ചായത്തുകൾ – ആര്യാട്, മണ്ണംചേരി, മാരാരിക്കുളം സൗത്ത് – (3) പുറക്കാട്, അമ്പലപ്പുഴ സൗത്ത്, അമ്പലപ്പുഴ നോർത്ത്, പുന്നപ്ര സൗത്ത്, പുന്നപ്ര നോർത്ത് – (5)	ആലപ്പുഴ
			തലവടി, എടത്വാ, തകഴി, നെടുമുടി, ചമ്പക്കുളം, കൈനകരി – (6)	
			മുട്ടാർ, വെളിയനാട്, നീലംപേരൂർ, കാവാലം, പുളിങ്കുന്ന്, രാമങ്കരി – (6)	
			മാവേലിക്കര തെക്കേക്കര, ചെട്ടികുളങ്ങര, ചെന്നിത്തല തൃപ്പെരുംതുറ, തഴക്കര – (4)	
	2	25–02–2004 മുതൽ 29–02–2004	ഗ്രാമപഞ്ചായത്തുകൾ – കടമക്കുടി, ചേരനല്ലൂർ, തൃക്കാക്കര– (3)	എറണാകുളം
			ഇലഞ്ഞി, കൂത്താട്ടുകുളം, പിറവം, തിരുമാറാടി, പാലക്കുഴ, മണീട്, പാമ്പാക്കുട, രാമമംഗലം – (8)	
			ഉദയംപേരൂർ, മുളന്തുരുത്തി, തിരുവാങ്കുളം, ചോറ്റാനിക്കര, എടക്കാട്ടുവയൽ, ആമ്പല്ലൂർ – (6)	
			മുളവുകാട്, ഞാറയ്ക്കൽ, നായരമ്പലം, എടവനക്കാട്, എളംകുന്നപ്പുഴ, പള്ളിപ്പുറം, കുഴുപിള്ളി – (7)	
			പുത്തൻവേലിക്കര, ചെങ്ങമനാട്, നെടുമ്പാശ്ശേരി, പാറക്കടവ്, കുന്നുകര – (5)	
	3	25–02–2004 മുതൽ 29–02–2004	പാമ്പാടുംപാറ, സേനാപതി, കരുണാപുരം, രാജക്കാട്, നെടുക്കണ്ടം, ഉടുമ്പൻചോല, രാജകുമാരി – (7)	ഇടുക്കി
			വണ്ണപ്പുറം, ഉടുമ്പന്നൂർ, കോടിക്കുളം, ആലക്കോട്, വെളിയാമറ്റം, കരുമണ്ണൂർ കുടയത്തൂർ – (7)	

ബാച്ച്	ടീം	പരിശീലന തീയതി	പരിശീലനത്തിൽ പങ്കെടുക്കേണ്ട തദ്ദേശഭരണ സ്ഥാപനങ്ങൾ	ജില്ലകൾ
3	1	03-03-2004 മുതൽ 07-03-2004	ഗ്രാമപഞ്ചായത്തുകൾ – മുളക്കുഴ, വെണ്മണി, ചെറിയനാട്, ആല, പുലിയൂർ, ബുധനൂർ, മാന്നാർ, പാണ്ടനാട്, തിരുവൻവണ്ടൂർ – (9)	ആലപ്പുഴ
			ചിങ്ങോലി, കാർത്തികപള്ളി, തൃക്കുന്നപ്പുഴ, കുമാരപുരം, കരുവാറ്റ, ഹരിപ്പാട്, പണിപ്പാട്, ചെറുതന, വീയപരം–(9)	
			നൂറനാട്, വള്ളിക്കുന്നം, ഭരണിക്കാവ്, മാവേലിക്കര, താമരക്കുളം, ചുനക്കര, പാലമേൽ – (6)	
			പത്തിയൂർ, കണ്ടനല്ലൂർ, ചേപ്പാട്, മുതുകുളം, ആറാട്ടുപുഴ, കൃഷ്ണപുരം, ദേവികുളങ്ങര – (7)	
	2	03-03-2004 മുതൽ 07-03-2004	ഗ്രാമപഞ്ചായത്തുകൾ – പൈങ്ങോട്ടൂർ, നെല്ലിക്കുഴി, പിണ്ടിമന, കോട്ടപടി, കാവലങ്ങാട്, വാരപ്പെട്ടി, കീരമ്പാറ, പോത്താനിക്കാട്, പല്ലാരിമംഗലം, കുട്ടമ്പുഴ – (10)	എറണാകുളം
			പുത്തൃക്ക, തിരുവാണിയൂർ, വടവ്കോട്, പുത്തൻകുരിശ്, മഴവന്നൂർ, അയ്ക്കരനാട്, കുന്നത്തുനാട് –(6)	
	3	03-03-2004 മുതൽ 07-03-2004	ഗ്രാമപഞ്ചായത്തുകൾ – കട്ടപ്പന, ഉപ്പുതറ, വണ്ടൻമേട്, കാഞ്ചിയാർ, ഇരട്ടയാർ, അയ്യപ്പൻകോവിൽ, ചക്കുപള്ളം – (7)	ഇടുക്കി
			മൂട്ടം, കുമാരമംഗലം, ഇടവെട്ടി, കരിങ്കുന്നം, മണക്കാട്, പുറപ്പുഴ – (6)	
			പെരുവന്താനം, കുമിളി, കൊക്കയാർ, പീരുമേട്, ഏലപ്പാറ, വണ്ടിപ്പെരിയാർ – (6)	
4	1	08-03-2004 മുതൽ 12-03-2004	ബ്ലോക്ക് പഞ്ചായത്തുകൾ – തൈക്കാട്ടുശ്ശേരി, പട്ടണക്കാട്, കഞ്ഞിക്കുഴി, ആര്യാട്, അമ്പലപ്പുഴ, ചമ്പക്കുളം, വെളിയനാട്, ചെങ്ങന്നൂർ, ഹരിപ്പാട്, മാവേലിക്കര, ഭരണിക്കാവ്, മുതുകുളം – (12)	ആലപ്പുഴ
	2	08-03-2004 മുതൽ 12-03-2004	ഗ്രാമപഞ്ചായത്തുകൾ – ആവോലി, ആരക്കുഴ, വാളകം, പായിപ്ര, കല്ലൂർക്കാട്, അയവന, മഞ്ഞള്ളൂർ, മാറാടി – (8)	എറണാകുളം
			ചെല്ലാനം, കുമ്പളങ്ങി – (2)	
			മരട്, കുമ്പളം – (2)	
			ബ്ലോക്ക് പഞ്ചായത്തുകൾ – പറവൂർ, ആലങ്ങാട്, അങ്കമാലി, കൂവപ്പടി, വാഴക്കുളം, ഇടപള്ളി, വൈപ്പിൻ, പള്ളുരുത്തി, വൈറ്റില, മുളന്തുരുത്തി, വടവുകോട്, കോതമംഗലം, പാമ്പാക്കുട, പാറക്കടവ്, മൂവാറ്റുപുഴ – (15)	
	3	08-03-2004 മുതൽ 12-03-2004	അടിമാലി, ദേവികുളം, നെടുക്കണ്ടം, ഇളംദേശം, ഇടുക്കി, കട്ടപ്പന, തൊടുപുഴ, അഴുത – (8)	ഇടുക്കി
			ജില്ലാ പഞ്ചായത്തുകൾ – ആലപ്പുഴ, എറണാകുളം, ഇടുക്കി	
			മുനിസിപ്പാലിറ്റികൾ– ചെങ്ങന്നൂർ, മാവേലിക്കര, ചേർത്തല, കായംകുളം ആലപ്പുഴ	ആലപ്പുഴ
			കോർപ്പറേഷൻ – കൊച്ചി കോർപ്പറേൻ മുനിസിപ്പാലിറ്റികൾ – കളമശ്ശേരി, കോതമംഗലം, അങ്കമാലി, തൃപ്പൂണിത്തുറ, മൂവാറ്റുപുഴ നോർത്ത്, പറവൂർ, പെരുമ്പാവൂർ, ആലുവ	എറണാകുളം
			മുനിസിപ്പാലിറ്റി – തൊടുപുഴ	ഇടുക്കി

Government of Kerala

Abstract

LSGD - Modernising Government Programme - Implementation of Hospital Kiosk Project - Proposal approved - Orders issued.

==

Local Self Government (L) Department

GO (MS) 273/04/LSGD　　　　　　　Thiruvananthapuram, Dated: 14-09-2004

==

Read:　　　1. G.O.(MS) No 346/03/GAD dated 27/11/2003

　　　　　　2. D.O.No.DCO(P)2004 dated 30.03.2004 from the Director of Census Operations, Kerala.

　　　　　　3. Decisions at the meeting of the Modernising Government Programme held on 12.04.2004

O R D E R

　　　　　As per the Government Order read as first paper above Government have approved a Service Delivery Project as a fast track project of Modernising Government Programme. The Service Delivery Project seeks to improve the quality of services delivered by Government to the people of Kerala.

　　　　　A proposal for improving civil registration by establishing a network of hospitals in the five Corporations of the State inorder to provide time bound services relating to Civil Registrations to the common people has been submitted by Director of Census Operations, Kerala vide letter read as Second paper above. The proposal was discussed in detail by the Steering Committee for Modernising Government Programme held on 12-04-2004 read as third paper above.

The proposal envisages the following:

　　1.　　To establish computerised kiosks at 50 hospitals in Thiruvananthapuram Corporation, 16 hospitals in Kollam Corporation, 45 hospitals in Kochi Corporation, 30 hospitals in Thrissur Corporation, and 41 hospitals in Kozhikode Corporation linked to the

corresponding Corporation for timely and error free registration of vital events.

2. To establish a dedicated facility in all the five Corporations to handle data transfer data management, and timely and error-free issue of certificates to the citizens.

3. To train 728 staff members from the 182 hospitals spread across the five Corporations in handling the hospital kiosk system.

4. To clear the entire backlog of certificates relating to the last five years – through a "Clear the Backlog Campaign" with the active involvement of the staff at the Corporations and despatch the certificates to the concerned persons by post.

5. To demonstrate that it is possible to establish a foolproof system for civil registrations through appropriate application of Information Communication Technologies (ICT) and to demonstrate that such a system could make the registration of vital events error-free, transparent, and responsive and could establish a reliable system of vital statistics.

6. To demonstrate that it is possible to improve the quality of service delivery at the LSGI level through ICT application.

The project shall be jointly implemented by the Information Kerala Mission and the five Municipal Corporations. The responsibilities of the various agencies shall be as follows.

Responsibilities of the Information Kerala Mission

(1) Overall project management

(2) Finalisation of software applications

(3) Devising strategies for secure data transfer, data validation and professional database management and archiving

(4) Training 4 staff each from the 182 hospitals.

Responsibilities of the Corporation

(1) Positioning personnel for the Corporation counter.

(2) Meeting the running costs for the project from user charges fixed for the project.

(3) Signing Memorandum of Understanding with the Private hospitals in their jurisdiction.

(4) Clearing the backlog through a campaign.

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(5) Rectifying problems in the existing databases and finalising the data as per standards.

Procurement of hardware and professional services if any for the project shall be done by the Modernising Government Programme

The cost estimate for the programme shall be as indicated below.

Sl.No.	Item	Amount in Rs.
1	Cost of Counters at Government Hospitals	14,00,000
2	Cost of Equipments for Government Hospitals	16,84,000
3	Cost of Equipments for 5 Corporations	24,56,000
4	Cost of Software for Corporations	32,76,000
5	Cost for Archiving	25,00,000
6	Training expenses	43,68,000
7	Cost for clear the Backlog Campaign	45,00,000
8	Recurring costs in Government Hospitals for 2 years	11,52,000
9	Recurring costs in Corporations for 2 years	12,00,000
	TOTAL	2,25,36,000

Civil Registration under the programme shall be free. A user fee of Rs.25/- will be charged by the hospitals for the printout of each copy of the Registration Certificates to meet the recurring expenses.

The Government have examined the proposal in detail and are pleased to accord sanction for the project for a total cost of Rs.2,25,36,000 subject to the condition that the recurring expenses for the project in hospitals shall be met from the user charges right from the begning. The expenditure in this regard shall be met from the head of account "2515-00-101-23 implementation of LSG Action Plan" (Plan). The Director of Panchayats shall draw and disburse the amount to the Information Kerala Mission.

The project shall be implemented as a fast track project with immediate effect.

BY ORDER OF GOVERNOR

Sd/-

P. Kamalkutty
Secretary
Local Self Government Department

Forwarded / by order

Section Officer

To.

1. The Accountant General (A & E/Audit) Kerala, Trivandrum
2. The Director of Panchayats, Trivandrum
3. The Director of Urban Affairs, Trivandrum
4. The Executive Mission Director, IKM, Trivandrum.
5. The Secretary, Planning Department
6. The Secretary, Finance Department
7. The Secretary, City Corporation, Trivandrum.
8. The Secretary, City Corporation, Kollam
9. The Secretary, City Corporation, Kochi
10. The Secretary, City Corporation, Trissur
11. The Secretary, City Corporation, Kozhikode
12. SF / OC

Annexure 13
Training programme for Municipalities

S/N	Venue	Period	Municipalities for which conducted
1.	Darsana Auditorium, Peechi	9.12.2004 to 13.12.2004 and 16.12.2004 to 18.12.2004	Chavakkad, Guruvayoor, Chalakkudy, Irinjalakuda, Kunnamkulam
2.	Infotech, Opp. District Hospital, Palakkad	9.12.2004 to 13.12.2004 and 16.12.2004 to 18.12.2004	Chittor-Thathamangalam, Shornur, Ottapalam, Palakkad
3.	P.S. Residency, Near Bus Station, Tirur	9.12.2004 to 13.12.2004 and 16.12.2004 to 18.12.2004	Perinthalmanna, Manjeri, Ponnani, Tirur, Malappuram
4.	Keltron IT Education Centre, Rammohan Road, Kozhikode	9.12.2004 to 13.12.2004 and 16.12.2004 to 18.12.2004	Koyilandi, Vadakara, Kalpetta
5.	Thaliparamba Co-op. Training Centre, Thaliparamba	9.12.2004 to 13.12.2004 and 16.12.2004 to 18.12.2004	Thalassery, Mattannur, Koothuparamba, Payyannur, Kannur, Thaliparamba, Kanhangad
6.	New Nalanda Auditorium, Kozhikode	7.2.2005 to 8.2.2005	Ponnani, Manjeri, Perinthalmanna, Tirur, Ottapalam, Palakkad, Chittoor-Thathamangalam, Kannur, Koothuparamba, Thaliparamba, Payyannur, Vadakara, Koyilandi

Annexure-14

ANNEXURE-14

INFORMATION KERALA MISSION
TRIVANDRUM

BALANCE SHEET AS AT 31st MARCH 2005

LIABILITIES	Sch	Amount in Rs	Amount in Rs
...JECT ACCOUNT (Credit Balances)	1		16,502,603.50
...OME & EXPENDITURE ACCOUNT			
...us as per last Balance Sheet		222,871.44	
Surplus for 2004-05		—	
			222,871.44
...RENT LIABILITIES & PROVISIONS			
...RENT LIABILITIES			
...duction from Contractors and			
...ppliers	2	836,847.50	
...duction from Salary of Employees	3	113,640.96	
...editors for Supplies and Services	4	39,295,293.00	
...editors for Expenses	5	310,521.00	
...VISIONS			
...ovision for Expenses for IKM Charges		14,194,025.05	
...ovision for Arrear Salary Payable		910,454.00	55,660,781.51
...AL			72,386,256.45

ASSETS	Sch	Amount in Rs
CURRENT ASSETS, LOANS & ADVANCES		
CURRENT ASSETS		
Cash and Bank Balances		
Cash in Hand		17,308.00
Cash with State Bank of India, Kawdiar		2,520,189.02
LOANS & ADVANCES		
Project Advances	6	1,699,824.00
Stock-in-hand (Hardwares & Softwares)		1,154,563.00
Deposits and Other Advances	7	272,840.00
		5,664,724.02
PROJECT ACCOUNT (Debit Balances)	8	66,721,532.43
TOTAL		72,386,256.45

C.A. PERUMAL
ACCOUNTS OFFICER
Information Kerala Mission
Trivandrum-695581
03.04.07

Dr. N. RAJAN NAIR
Additional Director (CM)
Information Kerala Mission

Prepared from the books of
account produced before us
For POTTI & RAO
Chartered Accountants

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INFORMATION KERALA MISSION

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH 2005

Schedule 1
Project Accounts (Credit Balances)

Birth,Death,Marriage Registrn-MP	2,880,612.00	
Birth, Death,Marriage,Regn-TVPM	605,930.00	
AkshayaStatelevelrollout	652,442.00	
Hospital KIOSK	9,971,829.00	
Kasarcode District Panchayat Computerisation	70,919.00	
Kiosk Cochin	662,094.00	
Muncipal Directorate Training/Computerisation	97,473.00	
Perinthalmanna Muncipality (PremisesMapping)	1,244,674.00	
Property Tax Computerisation	182,550.00	
UPAD-Documentary	134,080.00	
Website-LSGD	0.50	16,502,603.50

Schedule 2
Deduction from Suppliers and Contractors

Earnest Money Deposits	500.00	
Earnest Money Deposits Suppliers	30,758.00	
Security Deposit Contractors	36,408.00	
Security Deposit Suppliers	556,446.50	
KS Bldg Works Welfare Board	10,283.00	
Sale Tax Deducted at Source	65,574.00	
Tax Deducted at Source	25,303.00	
TDS on Rent	72,375.00	
TDS on Vehicle	27,464.00	
TDS on Works	11,736.00	836,847.50

Schedule 3
Deductions from Salary of Employees

Bank Loan Recovery -BOI	(1,000.00)	
BOI- Loan Deduction	1,750.00	
C-Dit Deduction	300.00	
CM Relief Fund	(2,525.00)	
Ded.Deputation Staff	712.00	
EPF Arrear Instalment	(819.00)	
EPF Deduction	4,285.00	
GPF Deduction	304.00	
Hantex Recovery	(481.00)	
HBA Deduction	163.00	
KEWS	(10.00)	
KSFE Recovery	12,000.00	
LIC Deduction	(343.00)	
LIC PVU	0.96	
Loan Default Recovery	(1,445.00)	
Mathsya Fed	200.00	
Motor Cycle Advance	(580.00)	
Professional Tax	175.00	
SBT Loan Recovery	4,250.00	
TDS on Salary	94,827.00	
Tea Recovery	(123.00)	
Vellanad Service Co-Operative Bank	(1,250.00)	
Vembayam Co-Operative Bank	3,250.00	113,640.96

Schedule 4
Creditors for Supplies and Services

Care Technologies	93,989.00	
CMC Ltd	15,377,010.00	

CMS Associates, TVM	618,863.00	
CMS Computers Ltd	27,999.00	
Computer World	33,331.00	
Cool Palace	52,980.00	
Cosmos Tours & Travels	(10.00)	
Cyberland Technologies	21,387.00	
D.C.Books	1,440.00	
Escotel	52,780.00	
HI Bits Technologies	35,180.00	
Hykon Electronic System	26,000.00	
IGA Tech Industrial Electronics	7,590.00	
Industrial Batteries	20,790.00	
Infres Methodex Ltd	181,272.00	
Integral IT Solutions Ltd	3,921.00	
Jeevan Diecels & Electricals	130,393.00	
KEDES	271,500.00	
Keltron	7,139,300.00	
Kerala State Audio Visual & Reprographic Centre	871,537.00	
Kozhicode Corpn Prov. Exp Payable	554,795.00	
KRG Enterprises	12,626.00	
KSIDC	3,000,000.00	
Logics Computers	50,250.00	
Mar Ivaneous College	30,330.00	
Maya Aluminium	21,434.00	
Misuvi Sales Co.	63,700.00	
Modern Books	524,692.00	
Mycom Systems	36,170.00	
Newspaper Campaign	7,412.00	
NIIT GIS Ltd	783,750.00	
Nirmithi Kendra	255,268.00	
ProvisionExpensePayable	635,097.00	
Raveendra Furniture	80,650.00	
Scot Technologies	6,467,752.00	
Sensoir Cool Systems	350.00	
Soft Tech Computers	189,808.00	
SupraHi-Tech Electro EquipmentsLtd.	46,025.00	
Suspense Account	11,164.00	
Service Tax Charged but not received	1,051,850.00	
Tata Infotech	99,280.00	
Transmatic Systems Ltd	429,300.00	
Travel Trading Co	3,466.00	
Vellanadu Expense Payable	(500.00)	
Zigma Solutions	(26,628.00)	39,295,293.00

Schedule 5
Creditors for Expenses

Auditfee Payable	18,287.00	
DA Arrear Payable	205,250.00	
ExpensePayable/Receivable	(33,567.00)	
PD Prov.Exp. Payable	65,082.00	
Salary Payable	54,989.00	
Wages Payable	480.00	310,521.00

Schedule 6
Project Advances

Abhilash.S	(2,379.00)
Anwar Sadath	4,633.00
Arun Kumar.V	91,319.00

Balakrishnan.K(Rgnl.Co-Ordtr)	2,400.00	
Bhuvanendran Nair	(4,028.00)	
Bijulal S.G	8.00	
Cherian Joseph	244,341.00	
Chintha Raj	(19,431.00)	
Faizel.I	41,024.00	
Hari Kumar.V	4,202.00	
Hirosh Kumar.K.S	102,092.00	
Homer.J	282,970.00	
Israel	765.00	
Jagan Mohan. B	112,160.00	
Jalaluddin.M	24,201.00	
Jayakumar.Y	18,000.00	
Jayalekshmi.T	(4,999.00)	
Jayaprasad B.K	2,100.00	
Jayaraj.N	7,391.00	
Jiju.P.Alex	25,220.00	
Karthik.V	6,441.00	
Khaleel Rehman	(216.00)	
Krishna M.G	(218.00)	
Nisha A.P	6,350.00	
P.Bhaskaran	(4,288.00)	
Pramod.P	2,820.00	
Prasanth T.N	32,192.00	
Premkumar.K	173,000.00	
Rajan Nair	21,201.00	
Ram Mohan	(4,081.00)	
Rejimon	400.00	
Sajeev Kumar.V.S	71,447.00	
Sajith.S	112,745.00	
Sasidharan Nair.K.R	5,756.00	
Satheesan	45,691.00	
Shaji.A	1,940.00	
Shibu.K.S	5,100.00	
Shiraz B.N	138,810.00	
Sithara Kariat	877.00	
Sivaji K.K	114,136.00	
Somanathan.K	(174,355.00)	
Sudhakaran.T.P	140,706.00	
Sudheep Nair	1.00	
Sukumarapillai	(796.00)	
Suresh Kumar.M	54,750.00	
Surjith Singh	7.00	
Umeshan.M	22,679.00	
Unnikrishnan.P.V	(5,260.00)	1,699,824.00

Schedule 7
Deposits and Other Advances

Manmohan.V.G	2,000.00	
Annual Rent Deposit	5,000.00	
Library Deposit	3,000.00	
Petrol Deposit Parameswaran	2,500.00	
Rent Deposit	115,500.00	
Rent Deposit-A-29	27,000.00	
Rent Deposit Building-1	42,000.00	
Rent Deposit Ghoris	33,000.00	
Rent Deposit -Kasargod Muni Reg Centre	10,000.00	
Rent Deposit-Reg.Off.Thrissur	24,050.00	
Telephone Deposit	3,000.00	
Telephone Deposit ISDN	4,500.00	
Festival Advance	1,290.00	272,840.00
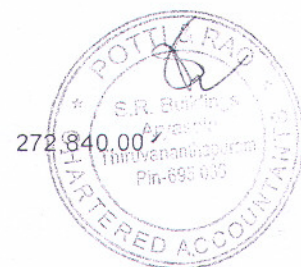
Schedule 8
Project Accounts (Debit Balances)

Additional Central Assistance	21,253,525.69	
KINLB	127,461.80	
BirthDeathMarriageRegn.KSGD	1,721,153.00	
Corporations		
Cochin Corporation	4,719,109.40	
Kollam Corporation Computerisation	536,626.40	
Kozhikode Corporation Computerisation	1,988,088.30	
Thrissur Corporation Computerisation	871,698.00	
Trivandrum Corporation Computerisation	692,048.00	
Fast Track Computerisation - JSK in Municipalities	29,604,981.00	
Digitisation Charges(CIS)	1,577,288.50	
GP Computer Installation	99,505.00	
IKM SLIDE	2,169,263.34	
Palakkad GIS	843,241.00	
Panchayat Directorate Computerisation	375,192.00	
Performance Audit	25,000.00	
Pilot at Thalikulam Grama Panchayat	117,351.00	66,721,532.43

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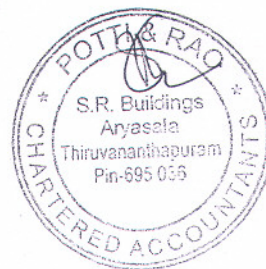
INFORMATION KERALA MISSION
TRIVANDR'JM

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2005

RECEIPTS	Sch	Amount in Rs	Amount in Rs
Opening Cash and Bank Balance as on 01.04.2004			
Cash in Hand			255,568.00
Balance with Banks			
State Bank of Travancore		6,858,195.02	
Treasury Bank		2,885.00	
EPF Bank Guarantee-STD 05676		22,000.00	
EPF Bank Guarantee STD-05768		15,450.00	6,898,530.02
Grant Received from Additional Central Assistance			50,000,000.00
Grant Received from Panchayath Directorate			8,500,000.00
Grant Received for other IKM Projects	1		46,163,768.00
Deduction from Salary of Employees	2		1,403,169.00
Deduction from Suppliers and Contractors	3		114,453.00
IKM Charges			13,677,726.00
Other Income			758,137.10
Total			127,771,351.12

PAYMENTS	Sch	Amount in Rs	Amount in Rs
Expenditure under various IKM Projects	4		112,875,247.15
Deposits and Other Advances	5		122,550.00
Payment of Recoveries to various Departments	6		1,389,751.00
Payment to Creditors for Supplies and Services	7		6,347,775.00
Project Advances Paid			1,449,854.00
Expenses of IKM			3,048,676.95
Closing Cash and Bank Balance as on 31.03.2005			
Cash in Hand (including Stamps)		17,308.00	
Balance with Banks			
State Bank of Travancore		2,519,590.02	
Treasury Bank		599.00	2,537,497.02
Total			127,771,351.12

C.A. PERUMAL
ACCOUNTS OFFICER
Information Kerala Mission
Trivandrum-695 11

Dr. N. RAJAN NAIR
Additional Director (ISM)
Information Kerala Mission

Prepared from the books of
account and information us
For P.O. & RAO
Chartered Accountants

C. HARI

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INFORMATION KERALA MISSION

SHEDULE FORMING PART OF RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED
31.03.2005

Schedule 1
Grant Received for other IKM Projects

Birth, Death and Marriage

Birth,Death,Marriage Registrn-MP	7,157,532.00	
BirthDeathMarriageRegn.KSGD	548,905.00	
Birth, Death,Marriage,Regn-TVPM	282,200.00	
Corporations		
Cochin Corporation	8,685.00	
Trivandrum Corporation Computerisation	2,428,546.00	
Fast Track Computerisation		
Pathanamthitta Muncipality	110.00	
Alappuzha Muncipality	1,667.00	
Attingal Muncipality Computerisation	2,475.00	
Guruvayoor Muncipality Computerisation	4,420.00	
Palakkad Muncipality Computerisation	6,282.00	
Ottappalam Muncipality Computerisation	108,354.00	
Kottayam Muncipality Computerisation	380,869.00	
Vadakara Muncipality	1,550,662.00	
Kasargod Muncipality Computerisation	1,588,458.00	
Kannur Muncipality Computerisation	2,849,751.00	
Fund Rcvd for Janasevanakendram	6,591,186.00	
DSP Workshop	20,108.00	
Data Entry Charges GP	24,684.00	
UPAD-Documentary	46,227.00	
Property Tax Computerisation	182,550.00	
Akshaya AnimatorsSupport Programme	278,472.00	
GP Training Charges	306,440.00	
Digitisation Charges(CIS)	513,500.00	
Website-LSGD	896,685.00	
Palakkad GIS	1,000,000.00	
Perinthalmanna Muncipality (PremisesMapping)	1,500,000.00	
Panchayat Directorate Computerisation.	2,000,000.00	
Hospital KIOSK	15,885,000.00	46,163,768.00

Schedule 2
Deductions from Salary of Staff

BOI- Loan Deduction	21,000.00
C-Dit Deduction	100.00
CGIS Deduction	6,400.00
CM Relief Fund	97,476.00
EPF Deduction	341,377.00
FBS Deduction	1,200.00
Festival Advance	24,080.00
GPF Deduction	167,040.00
HBA Deduction	1,050.00
HDFC Deduction	14,286.00
Indian Overseas Bank	1,610.00
Kerala State Co-Operative Bank	36,520.00
KEWS	250.00
KSFE Recovery	39,500.00
KSID/KTDFC	5,665.00
LIC Deduction	90,117.00
LIC PVU	44,276.00
Motor Cycle Advance	3,200.00
Professional Tax	41,200.00
Rent Recovery	6,470.00
SBT Loan Recovery	162,765.00
SLI Deduction	9,020.00

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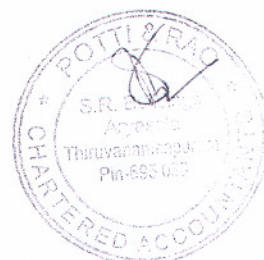
TDS on Salary	211,226.00	
Tea Recovery	1,341.00	
Tvm Dist. Co-Operative Bank	43,000.00	
Vellanad Service Co-Operative Bank	13,750.00	
Vembayam Co-Operative Bank	19,250.00	1,403,169.00

Schedule 3
Net Receipt of Dedn from Suppliers and Contractors

Tax Deducted at Source	22,823.00	
TDS on Rent	72,375.00	
TDS on Vehicle	19,255.00	114,453.00

Schedule 4
Expenditure under IKM Projects
Additional Central Assistance

Revenue Expenditure	38,656,804.00	
Capital Expenditure	16,925,176.00	
State Plan	8,500,000.00	
Corporations		
Cochin Corporation	1,840,099.00	
Kollam Corporation Computerisation	181,209.00	
Kozhikode Corporation Computerisation	2,197,516.00	
Thrissur Corporation Computerisation	2,643,911.10	
Trivandrum Corporation Computerisation	1,837,580.00	
Municipalities		
Alappuzha Muncipality	559,540.00	
Attingal Muncipality Computerisation	888,442.00	
Guruvayoor Muncipality Computerisation	540,199.00	
Kannur Muncipality Computerisation	882,378.00	
Kasargod Muncipality Computerisation	1,329,523.00	
Koothuparambu Muncipality Computerisation	817,981.00	
Kottayam Muncipality Computerisation	1,109,583.00	
Ottappalam Muncipality Computerisation	760,751.00	
Palakkad Muncipality Computerisation	502,861.00	
Vadakara Muncipality	821,688.00	
Other Municipalities	37,404,740.00	
Akshaya AnimatorsSupport Programme	212,000.00	
AkshayaStatelevelrollout	265,581.00	
Birth, Death and Marriage		
Birth,Death,Marriage Registrn-MP	4,067,387.00	
BirthDeathMarriageRegn.KSGD	1,635,629.00	
Birth, Death,Marriage,Regn-TVPM	7,008.00	
Data Entry Charges GP	49,368.00	
Digitisation Charges(CIS)	78,306.00	
DSP Workshop	20,108.00	
GP Training Charges	827,790.00	
Hospital KIOSK	5,501,873.00	
Kasarcode District Panchayat Computerisation	76,667.00	
Kiosk Cochin	37,041.00	
Muncipal Directorate Training/Computerisation	4,290.00	
MuncipalStaffTraining	70,354.05	
Palakkad GIS	1,709,769.00	
Panchayat Directorate Computerisation	2,375,192.00	
Performance Audit	25,000.00	
Perinthalmanna Muncipality (PremisesMapping)	255,326.00	
Pilot at Thalikulam Grama Panchayat	117,351.00	
UPAD-Documentary	11,321.00	
UPAD - Training	4,560.00	
Website-LSGD	1,309,923.00	137,061,825.15

Less: Credit received from Creditors

Auditfee Payable	18,287.00	
Care Technologies	38,313.00	
CMC Ltd.	15,377,010.00	
CMS Associates, TVM	618,863.00	
Cool Palace	52,980.00	
Industrial Batteries	20,790.00	
KEDES	271,500.00	
Kerala State Audio Visual & Reprographic Centre	20,420.00	
Kozhicode Corpn Prov. Exp Payable	554,795.00	
KRG Enterprises	12,626.00	
Logics Computers	40,250.00	
Maya Aluminium	21,434.00	
Misuvi Sales Co.	63,700.00	
Modern Books	524,281.00	
Mycom Systems	36,170.00	
NIIT GIS Ltd	708,505.00	
Nirmithi Kendra	18,543.00	
PD Prov.Exp. Payable	65,082.00	
Salary Payable	15,819.00	
Scot Technologies	2,528,377.00	
Soft Tech Computers	164,022.00	
SupraHi-Tech Electro EquipmentsLtd.	46,025.00	
Transmatic Systems Ltd	204,709.00	
	21,422,501.00	
Project Expenses Payable	715,540.00	
Service Tax Charged but not received	899,073.00	
Stock-in-hand adjusted	1,149,464.00	24,186,578.00
		112,875,247.15

Schedule 5

Deposits and Other Advances

Rent Deposit	115,500.00	
Rent Deposit -Kasargod Muni Reg Centre	10,000.00	
Telephone Deposit	1,000.00	
Rent Deposit-Reg.Off.Thrissur	(3,950.00)	122,550.00

Schedule 6

Payment of Recoveries to various Departments

BOI- Loan Deduction	21,000.00
CGIS Deduction	6,400.00
CM Relief Fund	100,001.00
EPF Deduction	343,044.00
FBS Deduction	1,200.00
GPF Deduction	167,040.00
HBA Deduction	1,050.00
HDFC Deduction	14,286.00
Indian Overseas Bank	1,610.00
Kerala State Co-Operative Bank	36,520.00
KEWS	250.00
KSFE Recovery	27,500.00
KSID/KTDFC	5,665.00
LIC Deduction	90,732.00
LIC PVU	44,278.00
Motor Cycle Advance	3,200.00
Professional Tax	42,075.00
Rent Recovery	6,470.00
SBT Loan Recovery	166,965.00
SLI Deduction	9,020.00
Tax Deducted at Source	17,968.00
TDS on Salary	203,637.00
Tea Recovery	3,840.00
Tvm Dist. Co-Operative Bank	43,000.00

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Vellanad Service Co-Operative Bank	15,000.00	
Vembayam Co-Operative Bank	18,000.00	1,389,751.00

Schedule 7
Payment made to Creditors for Supplies and Services

A.R.Audio Visuals	34,400.00	
Asianet Satellite Communications	84,923.00	
Asoka Motors	24,533.00	
Auto Power Systems &Solutions	467,016.00	
Bloomers Trade Links	22,270.00	
CITMA	261,000.00	
Comtech IT Solutions	39,500.00	
Cyberland Technologies	75,816.00	
DA Arrear Payable	36,953.00	
ExpensePayable/Receivable	16,183.00	
Godrej & Boyce Mfg.Co.Ltd.	78,304.00	
HI Bits Technologies	79,620.00	
Hibiscus Design	62,100.00	
IGA Tech Industrial Electronics	144,210.00	
Infocache IT Solutions	112,954.00	
Infres Methodex Ltd	55,692.00	
Integral IT Solutions Ltd	117,639.00	
Integrated Travel & Tours	8,098.00	
Keltron	2,506,497.00	
Lipi Data Systems	469,416.00	
Medi Tech Systems	69,000.00	
Nest Systems Pvt Ltd	565,250.00	
Newspaper Campaign	54,002.00	
Padmanabha Traders	19,822.00	
Philips India Ltd	128,440.00	
Pioneer Automobiles	23,117.00	
Premier Systems	10,268.00	
ProvisionExpensePayable	316,980.00	
Security Deposit Contractors & Suppliers	183,689.00	
SEWA	36,475.00	
SPN Tours and Travels	5,615.00	
Sree Jayanth Stationers	34,020.00	
St.Joseph Press	16,980.00	
Technocrats Appliances	102,300.00	
Triad Micro Systems	16,213.00	
Vehicle Hire Charges Payable	34,577.00	
Visumi Electronics	7,275.00	
Zigma Solutions	26,628.00	6,347,775.00

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