

ADFW/1337/2020-IT2

Directorate of Agriculture
Development and Farmers' Welfare
Vikas Bhavan,
Thiruvananthapuram
Dated: 19/07/2021

CIRCULAR

Sub: - Agriculture Development and Farmers' Welfare Department - Annual Plan 2021-22 - **Scheme for Office Automation and IT Infrastructure**- Working Instructions issued- Reg.

- Ref :- 1. G.O (Rt) No.66/2021/AGRI dated 05/07/2021 of Agriculture (Farms) Dept.
2. Proposal No. KRLCO-12/17(12)/1/2021-EB dated 11/06/2021 from Assistant General Manager (EB), Enterprise Business Cell, BSNL, Thiruvananthapuram for Broad Band Connection (500 GB CUL Plan).
3. Proposal No. KRLCO-12/17(12)/1/2021-EB dated 11/06/2021 from Assistant General Manager (EB), Enterprise Business Cell, BSNL, Thiruvananthapuram for FTTH Plans.
4. List of District Nodal Officers of BSNL

As per reference cited 1st above, Government of Kerala has accorded Administrative Sanction for the Scheme "Office Automation and IT Infrastructure". Maintaining and strengthening of e-office, Cyber Extension, Connectivity to various offices and Development of Management Information System and Direct Benefit Transfer are the 4 major components of the scheme. An amount of **Rs.250.00 lakhs** under the **Head of Account 2401-00-001-86 (P)** is set apart for the above components for the year 2021-22.

1. Maintenance and Strengthening of e-Office in the Directorate of Agriculture Development and Farmers' Welfare (Rs. 10.00 Lakhs)

'e-Office' is an integrated solution for the organizational effectiveness of the Department. e-Office aims to improve productivity, quality, resource management, turn-around time and increase transparency by replacing the old manual file handling

system to a digital platform. As 1st phase, e-office has already been implemented in the Directorate of Agriculture Development and Farmers' Welfare. For maintaining and strengthening e-office in the Directorate and to get the better outcome of the implementation, following sub-components are also proposed.

1. Software Application Support – Support Engineer from NIC

For the successful running of e-Office in the Directorate, manpower support from NIC is inevitable. Service of two Software Support Engineers from NIC, to be recruited through NICSII and can be appointed for one year for providing assistance to the users of e-Office in the Directorate. An amount of **Rs.9.60 Lakhs** is earmarked for this sub-component.

Implementation of this sub-component will be through the IT Division of the Directorate.

2. Cost of Digital Signature Certificate

Approval and dispatch of documents using digital signature, will ensure higher security and improve the efficiency. An amount of **Rs.0.40 Lakhs** is earmarked for this sub-component for availing digital signature to the officers in the Directorate. For availing the facility of digital signature to the officers, guidelines of Kerala State IT Mission should be observed strictly.

Implementation of this sub-component will be taken up by the IT Division of the Directorate.

Total Financial Outlay of the component (Maintenance and strengthening of e-Office at the Directorate)

Sl. No.	Item	Quantity	Approx. Rate (Rs.)	Approx. Amount
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				(Rs.)
1.1	Software application Support-Support Engineer from NIC For 1 Year @ Rs.40,000 per month (inclusive of GST)	2	4,80,000 (40,000 X 12)	9,60,000
1.2	Digital Signature Certificate Cost (Class III Signing and encryption with Support charge)			40,000
	TOTAL			10,00,000

2. Cyber Extension (Rs.36.927 lakhs)

To strengthen cyber extension, following activities can be taken up, utilising the amount allotted for this component.

1. Upgradation, Repair and maintenance of existing computers, printers, Scanners, UPSs, etc. and Procurement of Accessories and Consumables based on actual needs.
2. Maintenance of Department website, Applications Development and expenses related to hosting website, security auditing of various applications of Department of Agriculture Development and Farmers' Welfare.
3. Purchase of books, magazines and other publications related to IT, e-Governance, modern digital extension techniques, social media applications in Agriculture etc. Purchase of Equipments, Hardware and Software for IT and e-Governance training infrastructure, Agricultural Knowledge Management and Repair and Maintenance & AMC of computer Lab items.
4. To increase band width of Broad Band connections with high speed for special needs and to bear the cost thereof.
5. Purchase of books, Subscribing Magazines, CD's, DVDs, Blue Ray discs Training Materials etc related to IT and e-Governance subjects.