G.O.(Ms)No.52/2023/AGRI

GOVERNMENT OF KERALA

Abstract

Agriculture Department- Formation of IT Cell in Agriculture Directorate- Posts shifted- Guidelines - Orders issued.

AGRICULTURE (EA) DEPARTMENT

G.O.(Ms)No.52/2023/AGRI   Dated,Thiruvananthapuram, 02-06-2023

Read 1 GO(Ms)No.17/2018/ITD Dated 03/08/2018

　　 2 Letter No ADFW/13286/2022-TP3 dated 10/04/2023 of the Director of Agriculture Development and Farmers' Welfare Department.

　　 3 Office Order No CA/219/APC/PrlScy/23 dated 20/05/2023.

ORDER

Government have issued guidelines regarding creation of IT Cell/ Division in Government Departments and PSUs including Local Self Government Institutions as per Government Order read 1 st paper above. The Director of Agriculture Development and Farmers' Welfare Department has furnished proposal for creation of IT Cell as per letter read as 2 nd papr above.

Government have examined the matter in detail and are pleased to form IT Cell in Agriculture Directorate redeploying the staff pattern and guidelines as detailed below.

Sl. No.	Designation	Strength	Cadre	Office from which the post to be shifted
1	Manager (IT)	1	Deputy Director of Agriculture	Existing Post
2	Deputy Manager (IT)	3	Agricultural Officer	1) Bio technology & Model Floriculture Centre (BMFC), Kazhakkottam,TVM 2) Krishibhavan, Nelliyampathy, Palakkad 3) District Soil Testing Labo

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				ratory, Parottukonam,Thiruvananhtapuram
3	Assistant Manager (IT)	1	Agricultural Assistant	Krishibhavan,Vizhinjam,Thiruvanananthapuram.
4	Assistant Manager (IT)	2	Clerk/Senior Clerk	Existing Posts

Essential Qualifications

PGDeG by Digital University of Kerala (IIITMK)/PGDCA or PG in any Computer Application/PG in Geo Informatics or Graduate/ Post Graduate degree in Computer Engineering /Computer science/Computer Application/I.T. Networking and Cyber Security approved by Government of Kerala/Government of India. Preference shall be given to members of Virtual IT cadre /Post Graduate Diploma in e-Governance holders.

Experience

The officers/staff to be posted in I.T.Cell must have at least two years service in field offices/PAO office in the Department.

Selection Process

The Director of Agriculture Development and Farmers' Development shall complete the selection process after inviting applications from the employees having prescribed qualifications within 15 days from the date of this order. A panel of selected candidates shall be maintained for each cadre for subsequent vacancy filling if any. The said panel shall be revised in every 2 year based on application. The officers with minimum remaining service of 4-5 years for superannuation only be included in the IT Cell.

Duties of IT Cell

- Overall monitoring of the IT Activities of the Department.
- Conceptualize projects for implementation and undertake Government Process e-engineering.
- Work in consultation with IT Department/IT Mission to address the difficulties with respect to define technical requirements,

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technical architecture and technical evaluation of proposal submitted by vendors.

- Creating balanced and legally tenable bidding and contract documents.
- Defining strategy and implementation model for change management.
- Formulating and ensuring compliance with appropriate policies, guidelines and procedures on information security, data backup etc. issued from Government/competent authorities.
- Conduct training, gap analysis, impact assessment studies etc.
- Contribute for the effective implementation of e-Governance initiatives of Government.
- Act as the Torch bearers of Change Management.
- Formulation of IT Road map and annual planning of the Department
- Represent the Department in regional/State/National and International e-Governance Forums/Meetings etc.
- Conduct Periodic Software/Hardware Audits in the Department.
- Plan & build a healthy IT infrastructure throughout the Department with the help of National/State infrastructure facilities available.
- Assist the Department in procuring IT assets.
- Monitor the implementation of various e-Governance Application (mobile/Web) in the Department and submit periodical status report to the Director of Agriculture Development and Farmers' Welfare.
- Act as domain expert in development of software – G2C, G2B, G2G etc.
- Co-ordination with external agencies for smooth implementation of e- Governance initiatives.
- Project/Scheme preparation of all IT Schemes in the Department.
- Implementation of IT related schemes – both State and Centrally Sponsored Schemes.
- Development of AIMS portal and maintenance of already developed modules for Natural Calamity Relief Assistance, One Time – Farmer Registration, State Crop Insurance Scheme, Royalty to owners of cultivable paddy land, Subhiksha Keralam, Marketing modules etc.,

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- Co-ordination and close working with development agencies like National Informatics Centre, C-DIT, etc., during the development of software and portals.
- Assisting in the process of customization of software.
- Imparting technical support to officials of the department as part of implementation of IT initiatives and schemes.
- Supervising the file works, coordinating the activities related to Centralized DBT system to be implemented as part of AIMS.
- Management of Video Conference facility in the Directorate.
- Assisting in the process of Procurement of Hardware.
- Ensuring Connectivity in all offices under the Department.
- Providing hand holding support during the initial phases of deployment of software for the Department.
- Updation and Maintenance of Official website of the Department.
- Act as IT Master Trainer by imparting training to officials of Department as part of e-Governance initiatives in the Department.
- Direct supervision during the deployment of software in the Department.
- Imparting training to officials of other stakeholder Departments.
- Maintenance of software and portals developed and maintained by the Department.
- Act as technical expert for the CDBTM cell in the Directorate.
- Introduction of new e-Governance initiatives for efficient functioning of the department.
- Nodal Officer, Co-ordination, training and monitoring of activities of Kisan Call Centre 1800-180-1551.
- Act as Help Desk support to officials for all Central and State Schemes and IT initiative of the Department.
- Act as nodal officers as part of implementation of different IT related schemes and services.
- Technical support for handholding support, supporting project/software related change management related to e-Governance initiatives.
- Handle integration of Land records with PM KISAN database and Federated farmer data base.
- Technical support in creation and handling and updation of database on configuration of technical/ministerial staff of the Department.

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- Implement information technology oriented projects and IT oriented tasks proposed by the Government and Director of Agriculture, which are not mentioned above and may arise in future.

The Director of Agriculture Development and Farmers' Welfare shall ensure that the IT Cell should be a mixture of both Technical persons from all cadre and administrative cadre who have sufficient IT qualification and well aware of digital solutions. He shall ensure necessary charge arrangements against the posts shifted for the purpose. The chance of integration of the IT Cell with the potential startups on agriculture related digital experience shall be explored for the development of software and portals.

As per item no 13 of work distribution cited as 3 rd paper above, all papers on IT Cell at Government level shall be dealt in Agriculture (Farms) Department.

(By order of the Governor)
S SABIR HUSSAIN
ADDITIONAL SECRETARY

To:

The Director of Agriculture Development and Farmers' Welfare, Thiruvananthapuram.

The Accountant General, Kerala, Thiruvananthapuram

Agriculture (Farms) Department (for further necessary action)

Stock File/Office Copy (**AGRI-EA2/132/2021-AGRI**)

Forwarded /By order

Section Officer

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