



GOVERNMENT OF KERALA

Abstract

Finance Department - Formation of IT Division in Finance Department by merging DPC and Code Revision Sections – Qualifications for the posts, Staff deployment and work distribution– Orders Issued

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FINANCE (ADMINISTRATION-A) DEPARTMENT

G.O(MS)No.06/2010/Fin.

Dated, Thiruvananthapuram, 05.01.2010.

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Read:-1) G.O.(Rt) No.1310/2004/Fin dated 23.2.2004
2) G.O.(Ms) No.528/2009/Fin dated 25.11.2009
3. G.O(Rt)No.8288/2003/Fin, dated 27.10.2003.

ORDER

In continuation of the Government Order read as second paper above, the qualifications, staff deployment and the work distribution for the IT division in Finance Department are ordered as below:

I. Posts and Qualifications

- The Qualifications for the post of Director (IS) will be the same qualifications for the post of Director (IS) in the merged DPC.
- The post of Nodal Officer (Training and Development) will be held by Section Officer in Finance Department having verifiable experience in organizing training and development programmes for staff and/or MHRM or MBA or Human Resource Management Diploma with teaching skills and IT related work experience.
- The post of Assistant Director (IS) will be held by a Section Officer or above in Finance Department having hardware related work experience and/or having IT related qualifications such as PGDCA, BCA, MCA etc and also having teaching skills.
- The post of Manager (Software), IT Division, will be held by a Section Officer in Finance Department having Software related work experience and/or having IT related qualifications such as PGDCA, BCA, MCA etc and also having teaching skills.
- The post of six Associates (Training, Systems and Software), will be held by Assistants in Finance Department having Software related work experience and/or having IT related qualifications such as PGDCA, BCA, MCA etc and also having teaching skills.

II. Staff deployment

The existing staff and works in the CR and DPC sections will continue as such till suitable persons are posted as per this order.

One post of Assistant Director (IS) which is vacant at present will be filled up and the duties and responsibilities of this post will be finalised immediately.

III . Transfer of files from the existing sections

- On completion of the staff deployment procedure, the CR and DPC sections will cease to exist and the IT division in Finance Department will commence to function as per the work distribution order appended herewith (Appendix-I)
- The Code Revision Section will hand over website related and training related files to the Training and Development Unit and the Code Revision/Code Digitization related files to the Systems Unit of IT Division.
 - The DPC Section will handover all training related files to Training and Development Unit, hardware related and general files to Systems Unit and Software related files to Software Unit.
 - A list of such files handed over shall be furnished to Finance (Admn-A) Department without fail. The concerned unit heads of IT division should ensure this.
 - The existing function of DPC as per Government Order read 3rd paper above which are not mentioned in this order, will continue to exist as such.

By Order of the Governor

Dr. P. PRABAKARAN

Additional Chief Secretary (Finance)

To The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E), Kerala, Thiruvananthapuram.
All Officers / Sections of Finance Department.
The Under Secretary to Additional Chief Secretary (Finance).
The Personal Assistant to Principal Secretary (Finance Resources).
The Confidential Assistant to Secretary (Finance Expenditure).
The Information Technology Department.
The Nodal Officer, www.finance.kerala.gov.in.
Stock file/ Office copy.

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Copy to:- The Private Secretary to Minister (Finance).

Appendix- I

Work Distribution

The following work distribution for the three units of IT Division is ordered with immediate effect

A. Training and Development Unit – The Nodal Officer (Training and Development) with two Training Associates will form the Training and Development Unit with following functions. The normal channel of reporting by the Nodal Officer (Training and Development) will be the hierarchy of Joint/Additional Secretary(Admn), Finance Department. In matters that require technical opinion the Nodal Officer will first obtain the remarks of the Director (IS) and then forward the same through the Joint/Additional Secretary(Admn), Finance Department.

- Study the training requirements of Finance Department (including that of IT Division) and its Line Departments and develop training modules, curriculum and training material.
- Develop and maintain a suitable Learning Management System.
- Arrange training programmes (induction trainings as well as development programmes) for the staff of Finance Department and its line departments.
- Study the use of all application software being used by/ developed for the use of Finance Department and its line departments and train the officials.
- Keep updated information on State and Central IT Acts, Rules, Manuals and best practices and provide training/advice on them as and when required.
- Arrange special IT Audit capacity building training programmes to Finance Inspection Wings, District Finance Inspection Squads, Divisional Accountants, Finance Officers, Internal Audit Parties etc.
- Keep a Data Bank on Finance Department 's activities with historical data.
- Keep a database of officials trained in each curriculum.
- Content management of www.finance.kerala.gov.in
- The abbreviation for the seats will be IT-TD1, IT-TD2

Work distribution among the Training Associates will be proposed by the Nodal Officer (Training and Development) for formal approval.

B. Systems Unit - The Assistant Director (Systems) with two System Associates will form the Systems Unit with the following functions. The Assistant Director (Systems) shall report through the Director (IS) to Joint/Additional Secretary(Accounts), Finance Department.

- Oversee the proper maintenance of hardware and network installations in the Finance Department.
- Facilitate hardware requirement studies for Finance and its line departments.

- Facilitate the procurement of hardwares for Finance Department.
- Procure and upkeep the hardware for the common use of Finance Department such as Heavy duty copier, LCD Projector and screen, Laptops etc.
- Arrange repair of hardware installed in Finance Department.
- Assist FIWs, Internal Audit sections, District Finance Inspection Squads in Hardware purchase related investigations.
- Provide support to Training Unit to conduct training programmes in above subjects, whenever required.
- Preparation of updated digital versions of all the Rules/Codes/Manuals etc being maintained by Finance Department and arrange printing of hard copies and also to keep a library of such hardcopies for reference.
- The abbreviation for the seats will be IT-S1, IT-S 2

Work distribution among the System Associates will be proposed by the Assistant Director (IS) for formal approval.

C. Software Unit - The Manager (Software) with two Software Associates will form the Software Unit with the following functions. The Manager (Software) will report through the Director (IS) to Joint/Additional Secretary(Admn), Finance Department. .

- Study all the existing application softwares being used in Finance and its line Departments.
- In cases of outsourcing, work with such agencies and get familiarized with the programming and facilitate take over at suitable time.
- Safe custody of source codes of application programs.
- Conduct system study for new projects./proposals
- Propose and Develop new software whenever there is a requirement.
- Conduct system and security audit for e-Governance applications as and when required.
- Assist Finance Inspection Wings, Internal Audit sections, and District Finance Squads to examine software development/purchase related investigations.
- Provide all technical support to www.finance.kerala.gov.in in co ordination with Kerala State IT Mission including software updating, keeping of site backups etc.
- Provide support to training unit to conduct training programmes in all the above matters and content updating in www.finance.kerala.gov.in whenever required.
- Provide implementation support/project administration to implement e-governance initiatives including SPARK, IDEAS, MESSAGE, HBA – SEL, TIS, use of official e-mail etc in Finance and its line Departments.

- Take precaution to protect Finance Department's IT installations from hacking, cyber terrorism, computer virus/worm attacks etc and establish Crisis Management Plan following guidelines of state and central IT Departments in this respect.
- The abbreviation for the seats will be IT-SF1, IT-SF 2

Work distribution among the Software Associates will be proposed by the Manager (Software) for formal approval.

Sd/-
Additional Chief Secretary (Finance)