

**RAJYA SABHA SECRETARIAT
IT SECTIONS (H&S)**

**Parliament House Annexe,
New Delhi.**

No. RS. 2/10/2018-I.T

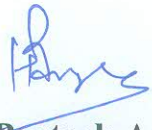
7th September, 2018

C I R C U L A R

Subject: Preparation of new IT Plan for Rajya Sabha Secretariat for the years 2019-21

With reference to the above subject, IT Sections' Circular of even number dated 13th July, 2018 may kindly be referred to, whereby all Sections /Officers were requested to furnish their suggestions for further computerization, new application oriented software requirements for computerizing their work activities, modifications/additions, if any, required in the existing softwares, in the attached Proforma, duly approved by the Secretary/ Additional Secretary/Joint Secretary in charge of the Section.

2. In this regard, it has been noted that the requisite information in the prescribed format is yet to be furnished by many Sections/Branches (list attached). Accordingly, it is requested to furnish the said information in hard copy to IT Sections (H&S) at the earliest, and in any case not later than 14th September, 2018 in order to enable this Section to begin compilation of the new IT Plan.


(Har Prateek Arya)
Deputy Secretary

To:

Sections/Branches as per list attached

Sections/Branches, yet to submit IT Plan recommendation

1. Committee Section (HA)
2. Committee Section (HRD)
3. Committee Section (H&FW)
4. Committee Section (JPC on Wakf)
5. Conference & Protocol Section
6. Distribution Branch
7. Estt. (Accounts) & Budget Section
8. Estt. (General) Section
9. Finance Cell
10. G.A. Section
11. M.A. Section
12. MS&A Branch
13. Personnel Section
14. Questions Branch
15. Recruitment Cell
16. RTI Cell
17. Training Cell
18. Welfare Unit
19. Committee Section (Govt. Assurances)
20. Accounts Section (P&AO)
21. Committee Section (Subordinate Legislation)
22. Printing Section-I
23. Printing Section-II
24. Stenographers' Pool
25. Translation Section-II
26. Parliament Security Office
27. English (Debates) Section
28. Research & Library Section
29. Interpreters Section

- (v) What is the level of expertise of the section staff and Officer(s) in-charge in using the existing application; whether any further training in this regard is required?
- (vi) What is the level of proficiency of section staff in using Word, Excel, PowerPoint softwares, e-mail usage, sending SMS, uploading Tenders, Circulars etc. ; whether there is any requirement for training on these softwares/applications;
- (vii) Whether DMIS software is being used for Diary of receipts?
Whether the Index of Files generated through DMIS is up to date? if not the reasons for the same?

- (viii) Suggestions of the Section towards new computerization/e-governance initiatives, on making Rajya Sabha Websites better, any information that may be made available online etc.

(Signature of the Section in charge)

Name:

Designation: