

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

IT&C Dept. Organizational Structure of IT&C Dept., Sectt. -- Creation and filling of posts -- Orders -- Issued.

INFORMATION TECHNOLOGY & COMMUNICATIONS DEPARTMENT

G.O.Ms.No.12

Dated: 11-9-2000.

Read the following:

1. G.O.Rt.No.2125, Fin. & Plg. (Plg.Wing) Dept., dt.09.5.97
2. G.O.Ms.No.133, GA (AR&T.I) Dept., dt.10.4.2000
3. G.O.Ms.No.7, IT&C Dept., Dt. 10.7.2000.

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ORDER:

1. In the reference second read above Government created the Department of Information Technology & Communications (IT&C). However the Department has been operating practically as a virtual Department so far with a few officers and one section only. The Department has identified thirty five areas in the IT and communications sector, on which work has to be done in an intensive manner, simultaneously, with un-diverted attention, if any progress or impact has to be made, as each item requires minute planning and going into details and follow-up action on a day-to-day basis to produce perceptible results. Further, most of the items also need services of officials and professionals who have the required aptitude, technical expertise and experience to enable correct and quick decision-making and implementation for speedy results to realize the vision of the Government.

2. Considering the circumstances, and keeping in view the responsibility entrusted to the IT&C Department, Government hereby accord sanction for the revised organization structure of the IT&C Department, duly organized into six wings shown below with details of functions and the structure of each wing (number of Posts) as shown in Annexure -- 1 of this Order:

- 1) Policy Formulation and Planning Wing
- 2) e-Governance Wing
- 3) IT Promotion Wing
- 4) Infrastructure Wing
- 5) IIRD Wing
- 6) Administration Wing

3. The above structure has been designed keeping in view the need to establish a thin organization, which is at the same time effective in driving the efforts of IT development in all spheres. In view of the financial position of the State, majority of the posts listed in Annexure -- 1 will be filled by suppressing/diverting an equal number of posts from other Secretariat Depts. / HODs, or organizations of the Government, so that the overall net additional outgo for the Government remains minimal. The remaining ten posts, which are to be filled from the open market, necessarily offering adequate compensation, commensurate with the expertise required, are separately listed in Annexure - 2 of this order, along with qualifications prescribed. The said ten posts shall be filled on contract basis for a period of three years.

4. The orders issued in the reference third read above are hereby superseded. The intent of the said orders are essentially covered in the functions and structure detailed in item B of Annexure-1 of this order. The revised organizational structure of the IT&C Department will now consist of 33 (thirty three) posts in all, including 16 (sixteen) new posts in all cadres.

5. Selection of personnel for the expanded organizational structure of the IT&C Department from other Sectt. Depts. / HODs / Government organizations, and also recruitment from open market for posts listed in Annexure - 2, shall be entrusted to a Selection Committee headed by a Prl. Secretary to be constituted separately. The Committee will draw up requirements for each position, conduct interviews and recommend candidates with the required aptitude and expertise and the Government will thereafter make the appointments.

6. The total cost of the establishment of the IT&C Department will be met from within the allocation made for the Department in the Budget.

7. This order issues with the concurrence of the Fin. & Plg. (FW) Department vide their U.O. No 5466/PFS/2000, dt.21-8-2000.

8. A copy of this order can be accessed on the Internet at www.ap-it.com.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J. SATYANARAYANA
SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All HODs.
All District Collectors
The Accountant General (A&E), Andhra Pradesh, Hyderabad.
The Accountant General (Audit), Andhra Pradesh, Hyderabad

Copy to:

The Ministry of Information Technology, GOI,
Electronic Niche, G. C.G.O. Complex, New Delhi-110003.
The Director, Treasuries & Accounts, Hyderabad.
The Pay & Accounts Officer, Hyderabad
The Deputy Pay & Accounts Officer, Secretariat Branch, Hyderabad
The GA (Cabinet) Department
The GA (AR&T-I) Department
The GA (S.U) Department
The Finance & Planning (FW.EBS.H) Department
The Finance & Planning (FW-BG) Department
The Finance & Planning (Plg.Wing-AP) Department
PS to CS
PS to Secretary to CM
PS to Secretary, IT&C
PS to Spl. Secretary, IT&C
SF/SC.

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SECTION OFFICER

Annexure - 1

[G.O.Ms. No.12, IT&C Dept., Dt. 11.9.2000]

Expanded Organizational Structure of IT&C Department

The functions and structure (posts) of IT&C Dept.:

Policy formulation & Planning Wing:Functions:

- " Formulation of IT Policy
- " Secretarial work of AP FIRST & ITPC committees.
- " Planning the different programs of the department
- " Coordination with other departments
- " Appraisal of new Technologies
- " Prescribing Standards

Structure:

- " Secretary (IT&C)
- " Executive Assistant
- " PA

e- Governance Wing:Functions:

- " Implementation of SKIMS (Secretariat computerization)
- " Replication of TWINS
- " Prioritization of departments
- " Local Language Initiative
- " Technical Standards
- " Support to Government Departments
- " Direct projects of IT&C Dept.,

Structure:

- " Special Secretary
- " Joint Secretary (E-Governance & SKIMS)
- " Director (Technical)
- " Asst. Secretary (SKIMS)
- " SO (SKIMS)
- " Stenos - 3 (three)

IT Promotion WingFunctions:

- " Proactive promotion of IT
- " Participation / Organization of major IT events
- " Development & management of IT Web-site / portal of AP
- " Publication of promotional material
- " Escort Services to investors
- " Protocol services to visitors
- " IT-enabled Services

Structure:

- " Director (Promotion)
- " JD (Promotion)
- " Assistant Director (Promotion)
- " Assistant Director (Protocol)
- " PA

Infrastructure Wing:

Functions:

- " Creation of Bandwidth
- " Taking Internet to the villages
- " APSWAN management & extension
- " Maintenance of all major networks (WANs & LANs) in Government

Structure:

- " Director (Communications)
- " JD (Infrastructure)
- " Assistant Director (Communications)
- " PA

HRD Wing:

Functions:

- " IIT
- " IT Education
- " IT - enabled education

Structure

- " Special Secretary (Common for E-Governance wing also)
- " JS (HRD)
- " AD (HRD)
- " Executive Assistant to Special Secretary
- " PA to Special Secretary
- " PA to JS

Administration Wing:

Functions:

- " Administrative support to all other wings
- " Budget & OP
- " General Correspondence with other depts.
- " APTS-related matters

Structure:

- " Joint Director (Admin)
- " SO (Admin)
- " ASO (Admin)
- " PA
- " Attenders- 4 (four)

J. SATYANARAYANA
SECRETARY TO GOVERNMENT

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Annexure -2

[G.O.Ms. No.12, IT&C Dept., Dt. 11.9.2000]

LIST OF POSTS IN ANNEXURE-1 TO BE FILLED FROM OPEN MARKET

Post	Qualifications
Director (Technical)	• M.Tech. (Computer Sciences) • 10 years' experience in software development • Knowledge of latest technologies & tools of development
JD (Infrastructure)	• B. Tech (CSE or ECE) • 7 years' experience in network development & management
JD (Promotion)	• B Tech (Computer Sciences) • MBA • 7 years experience in marketing in a reputed IT organization.
AD (Promotion)	• MBA • 5 years experience in marketing in a reputed IT organization
AD (HRD)	• Post Graduate • PGDCA • 5 years' experience in a reputed computer training institute with nationwide presence
Executive Assistant to Secretary (IT&C) & Spl Secretary	• PG degree in public relations (Distinction) • PGDCA • Proficiency in use of Office productivity tools • 5 years' experience in public relations management in a reputed organization
Stenos (3)	• BCA • Stenography (Higher) • 5 years' experience in secretarial assistance in a reputed organization.

J. SATYANARAYANA
SECRETARY TO GOVT

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[Signature]
SECTION OFFICER
16/9/00