

Agenda Notes

**2nd ICFRE Apex Committee
Meeting
28th July 2008**

**Design, Development and
Implementation of
IFRIS**



INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
P.O. New Forest, Derhadun – 248006 (Uttarakhand), INDIA

AGENDA ITEMS

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1	<p>Review of Recommendations of ICFRE Technical Committee</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by Dr. Harish Kumar</i> <p>The ICFRE Apex Committee may kindly consider recommendations of ICFRE Technical Committee</p>	4-11
2	<p>Recommendations of ICFRE Technical Committee (IT Experts)</p> <p>Hardware Procurement Plan, Scope of work of EOI to be floated by ICFRE and location of data centre and disaster recovery centre</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by Dr. Harish Kumar and PMC</i> <p>The ICFRE Apex Committee may kindly consider recommendations of ICFRE Technical Committee (IT Experts) and review scope of work of EOI and plan</p>	13-16
3	<p>Review of proceedings of Institute Apex Committees</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by Dr. Harish Kumar</i> <p>The ICFRE Apex Committee may kindly consider recommendations of Apex Committee of ICFRE Institutes and give suitable directions</p>	17-38
4	<p>Briefing of 2nd e-champion's Training-cum-workshop 16th June – 20th June 2008 at IWST Bangalore and other activities planned in near future.</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by Dr. Harish Kumar</i> <p>The ICFRE Apex Committee may kindly take note of the salient features of e-champion training-cum-workshop and of the activities planned in near future and consider issuing necessary instructions, if any, for such training conducted in future.</p>	40-43
5	<p>Conceptualization of requirement for an Employee ID Card and allotment of Unique Employee ID across the Institute.</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by Dr. Harish Kumar</i> <p>The ICFRE Apex Committee may kindly consider the requirement and give suitable directions</p>	44

6	<p>Approach of User Acceptance Testing – plans and timelines</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by PMC (M/s Wipro Ltd)</i> <p>The ICFRE Apex Committee may kindly review the UAT Approach methodology and give suitable directions.</p>	44
7	<p>Review of the GUI screens developed in the Application prototype.</p> <ul style="list-style-type: none"> • <i>A power point presentation will be made by PMC</i> <p>The ICFRE Apex Committee may kindly review and consider issuing necessary instructions, if any, for improvement/modification of the GUI.</p>	44
8	<p>Codification of Publication and Research projects</p> <p>The Apex Committee may consider the recommendation of the committee vide order No. 01/2007/Admin/ICFRE dated 22.05.2008 constitute for the purpose and give suitable direction.</p>	45

Agenda 1

Review of Recommendations of ICFRE Technical Committee

- *A power point presentation of salient points will be made by Dr. Harish Kumar*

The ICFRE Apex Committee may kindly consider recommendations of ICFRE Technical Committee

<i>S.No.</i>	<i>Minutes of Meeting</i>
1.	Technical Committee Research
2.	Technical Committee Extension
3.	Technical Committee Education, Administration and other Modules

Minutes of Technical Committee meeting of Research

Date: 24th June 2008

Venue: Committee Room, ICFRE (HQ)

Following were key members present in the meeting:


Sl. No.	Name	Designation	Role
1.	Dr. G.S. Rawat	DDG (Research)	Chairman
2.	Dr. Shashi Kumar	Director Research	Co-Chairman
3.	Sh. Sudhanshu Gupta	ADG (RP)	Member
4.	Sh. Balbir Singh	ADG (M&E)	Member
5.	Dr. Harsh	Scientist F, FRI Dehradun	Member
6.	Dr. Harish Kumar	Scientist E and PM (E-Gov), ICFRE	Member Secy.
7.	Dr. S.S. Jain	Scientist D, ICFRE	Member
8.	Dr. P. S. Rawat	Scientist C, FRI Dehradun	
9.	Dr. Rita Dhawan	Scientist F, ICFRE	
10.	Sh. Vishesh Tomar	Project Manager, Wipro	Member

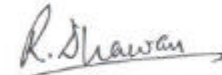
1. Dr. S.S. Jain and Dr. P. S. Rawat delivered the presentation on the functionality of Research Information Management System(RIMS) of IFRIS.
2. The committee deliberated that the details of statistical modeling, wherever relevant in the research project, would be given in the concept note of research project. The point would be discussed separately in detail and communicated to concerned officials.
3. The committee pointed out that how the system should work if the project concept is being uploaded by Director/GCR of the Institute. The workflow for the same should be discussed in detail in the Institute Apex committee and recommended to Technical Committee Research at ICFRE.
4. Sh. Vishesh Tomar, presented the issues/ concerns of e-champions, which were identified during the 2nd e-champion training-cum-workshop.
5. The committee deliberated that addition of items in the existing master data list would be done at the institute by the concerned e-champion. This would be done upon necessary approval by Director/ GCR of the institute. Further, the newly added item should be flashed on the bulletin of IFRIS portal.
6. The functionality related to annual monitoring activity conducted by ADG (M&E) (as mentioned in the TO-BE process) has to be covered in Research Information Management System. The system should allow ADG (M&E) to prepare tentative


annual schedule of physical visits to institutes. ADG (M&E) would upload the report within 15 days of conducting visit at the institute.

7. The committee deliberated on the activity timelines to be incorporated in RIMS for ICFRE funded research projects. The timelines specified are annexed.



Dr. S.S. Jain ^{15.07.2008}
Scientist D, ICFRE


Dr. P. S. Rawat
Scientist C, FRI


Dr. Rita Dhawan
Scientist F, ICFRE



Dr. Harsh, N.S.K.
Scientist F, FRI


Sudhanshu Gupta
ADG (RP)


Balbir Singh
ADG (M&E)


Dr. Harish Kumar
PM (E-Gov), ICFRE


Vishesh Tomar
Project Manager, Wipro


Dr. G.S. Rawat
DDG (Research)


Dr. Shashi Kumar
Director Research

Minutes of Technical Committee of Extension and Online Publication meeting to discuss the master data and the project progress

Technical Committee meeting for discussion of master data of IFRIS and project progress was held on 9th July 2008, in Board Room, ICFRE. Following were key members present in the meeting:

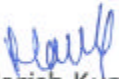
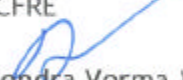
Sl. No.	Name	Designation	Role
1.	Dr. Rabindra Kumar	DDG (Extension)	Chairman
2.	Dr.Dharmendra Verma	ADG (M&P, EIA, Stat)	ICFRE Co-Chairman
3.	Sh.Anurag Bhardwaj	DCF(Media & Publication)	Member
4.	Dr. Harish Kumar	Scientist E and PM (E-Gov), ICFRE	Member Secretary
5.	Sh. Raman Nautiyal	Scientist D	Member
6.	Sh. Vishesh Tomar	Project Manager, Wipro	Member
7.	Sh. Devanjan	Consultant, Wipro	
8.	Sh. Tijo Thomas	Project Manager, SRIT	
9.	Sh. Mohit Rawat	Consultant, SRIT	

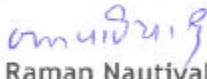
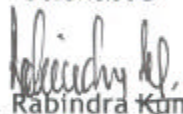
The agenda for the meeting was to Present and discuss digitization of data for Forestry Extension management system and Online Publication Information system. The committee deliberated the following in the meeting:

1. Proceeding of prior workshops related to Extension at Regional and HQ levels to be digitized
2. Workshop proposals to be digitized (from 2005 till date) will be categorized as
 1. Forestry Workshop
 2. Agro Forestry
 3. Transfer of Simple Technology
 4. Extension Technology
 (Only those related to extension)
3. Publication list to be digitized - A Committee will decide the base year.
4. Extension materials like pamphlets, Boucher etc to be included in digitization.

The meeting ended with vote of thanks to chairman, co-chairman, members and all the participants of committee meeting.


(Anurag Bhardwaj)
DCF


(Dr. Harish Kumar)
Scientist E and PM (E-Gov),
ICFRE

(Dr.Dharmendra Verma)
ADG(M &P, EIA, Stat)


(Raman Nautiyal)
Scientist D

(Dr. Rabindra Kumar)
DDG (Extension)

Minutes of Technical Committee meeting of Education, Administration and other functionalities to discuss the master data and the project progress

Technical Committee meeting of Education, Administration and other functionalities to discuss master data of IFRIS and project progress was held on 7th July - 9th July 2008, in ICFRE Committee Room. Following were key members present in the meeting:

Sl. No.	Name	Designation	Role
1.	Shri A.K. Wahal	DDG (Education)	Chairman
2.	Sh. M.S. Garbyal	DDG (Admin.)	Co-Chairman
3.	Sh. Sandeep Tripathi	ADG (Admin)and Secretary	Member
4.	Sh. VRR Singh	Dean, FRI University	Member
5.	Sh. Sandeep Sundriyal	DCF(Admin)	Member
6.	Sh. R. K. Dogra	ADG (Education)	Member
7.	Dr. Renu Singh	Head (BCC)	Member
8.	Sh. T.C. Nautiyal	Registrar, FRI University	Member
9.	Dr. Harish Kumar	Scientist E and PM (E-Gov), ICFRE	Member Secretary
10.	Sh. VRS Rawat	Scientist D	Process Champion
11.	Sh. Rajeev Kumar Tiwari	Registrar, FRI	Member
12.	Sh. Jatender Singh	Scientist C	Process Champion (Admin)
13.	Sh. Debabrata Chattopadhyay	FA and CAO	Process Champion
14.	Sh. Prem Lal	Office Supdt	E-Champion
15.	Sh. V.B. Jakhmola	UDC	E-Champion
16.	Sh. Ganesh Ram	4 (Cashier)	E-Champion
17.	Sh. K. N. Mathpal	SO	Member
18.	Sh. R. K Sony	RA	Member
19.	Janardhan Singh	DDO	Process Champion
20.	Sh. R.K. Khanna	Office Supdt	Process Champion
21.	Sh. R.K. Verma	IT Cell	E-Champion
22.	Sh. Sanjay Pandey	DDO Office	E-Champion
23.	Sh. Ajay Aggarwal	UDC, ICFRE	Member
24.	Sh. Aravind Johari	UDC	E-Champion
25.	Sh. M. C. Jain	DC	Process Champion
26.	Sh. S.S. Chauhan	Office Supdt	E-Champion
27.	Sh. Vinay Kumar	Office Supdt	Process Champion
28.	Sh. P.S. Bisht	Betal. Controller	Process Champion
29.	Sh. Ajay Aggarwal	UDC	Process Champion
30.	Dr. R.L. Srivastava	Director, AFRI, Jodhpur	Member*
31.	Dr. A.K. Mandal	Director, TFRI, Jabalpur	Member*

32.	Dr. M. Surya Prakash	Director, Coimbatore	IFGTB, Member*
33.	Shri Mohinder Pal	Director, HFRI Shimla	Member*
34.	Dr. M.S. Negi	Director, RFRI Jorhat	Member*
35.	Sh. Suresh Gairola	Director, IWST, Bangalore	Member*
36.	Sh. Vishesh Tomar	Project Manager, Wipro	Member
37.	Sh. Devanjan	Consultant, Wipro	
38.	Sh. Tijo Thomas	Project Manager, SRIT	
39.	Sh. Yogeesh G	Sr. Business Analyst, SRIT	
40.	Sh. Mohit Rawat	Consultant, SRIT	

In addition to the above, the meeting was also attended by concerned officials and E-Champions from Institutes through video conferencing. *- Members participated over video conferencing from respective institutes.

The following was covered in the meeting:

Day 1: 7th July 2008, 10 AM to 4.30 PM

- Presentation and Discussion on master data for Forestry Education, Accreditation and Grant Management System
- Presentation and Discussion on master data for Student Information Management System
- Presentation and Discussion on master data for Procurement and Inventory Management System
- Presentation and Discussion on master data for Estate Management System
- Presentation and Discussion on master data for Scientific Services Management System
- Presentation and Discussion on master data for Climate Change Management System
- Demonstration of selected features of student information management system and library management system

Day 2: 8th July 2008, 10AM to 5.30 PM

- Presentation and Discussion on master data for Financial Accounting System
- Functional Clarifications on FAS by Senior Functional consultant from SRIT
- Finance Application Demonstration
- Presentation and Discussion on master data for Vigilance Management System and Audit Management System

Day 3: 9th July 2008, 11 AM to 1 PM

- Presentation and Discussion on master data of Personal Information Management & Employee Self Service
- Presentation and Discussion on master data of Payroll Management System
- Presentation and Discussion on digitization of data for Forestry Extension management system and Online Publication Information system.

The committee deliberated the following in the meeting:

Forestry Education, Accreditation & Grant Management System

1. There should be provision to create centers/universities under institutes
2. For external organizations to interact with FEAGMS system there would be login created. The login for an institute is created in the name of the institute and contact person would be the head of the institute.
3. Human Resource management - like training application details must be captured and validated by system.
4. Timeline of developing the master data must be created and adhered to.

Student Information Management System

5. The examination center should be editable
6. There should be different admission criteria for different courses. There would be admission test conducted for Ph. D as well
7. Contact person's name should be available in company profile
8. Admission test date for Scholars and students would be different. System should take care of this aspect
9. There should be a report that provides details of fee defaulters
10. There should be an option to attach CV to the student profile
11. The hostel allocation of the students should be taken care though the system

Procurement and Inventory Management System

12. There should be provision to indicate that the purchase amount is inclusive of tax
13. The rating should indicate whether the vendor is black listed or not
14. Last two or three rates should be available in the item master
15. The flow diagrams should carry titles to understand the contents.
16. The Return/ Re-deployment of items should be taken separate from condemnation process.
17. Item cannot be condemned unless it is damaged.
18. Government Metal Trading Corporation should be changed to Condemnation Committee.
19. The terminology of purchase voucher should be replaced by sale voucher.

Estate Management System

20. There are two types of hostel 1. Scientist Hostel and Students hostel. System should differentiate between these two
21. The name Price matrix has to be changed to tariff/license fee

Climate Change Management System

22. Discipline is not applicable.
23. Major Species master is not applicable for CCMS. Major Species may be replaced by major fields, which will contain information like Biodiversity, climate adaptation, mitigation etc.
24. Besides ICFRE, Fund types should also include Externally funded.

Financial Accounting System

25. There are broadly Six budget heads
 - 1-Plan (G C)
 - 2-Plan (N E)
 - 3-Non-Plan (G C)
 - 4-Plan (Edu.)
 - 5-Non-Plan (Edu.)
 - 6-E A P
26. System should not allow spending more than the allocated budget; However, there should be provision of indicating allowable budget overrun in a particular month.
27. For the accounts that are not closed as on end of the financial year, there is functionality of year process would be provided which would carry forward balances to the next financial year
28. There should be a provision to handle the amount not spent as on end of the financial year. The subsequent budget allocation should take care of this amount.
29. It is decided in the meeting that there would be no round-off in the system. The number would be entered to accuracy of 2 digits.
30. It was clarified for the wrong entries there would be provision of reversing the voucher
31. In case if technical snags, there would be an option of entering back dated vouchers as long as the financial period is open

Vigilance

32. The master data for vigilance is mainly related to the service record of employees. The master information needs to be the same as PIS data

Audit

33. The time line for responding to audit paras for all the roles involved to be 45 days.


Personal Information Management & Employee Self Service


34. A Unique ID of each employee is required and Provision for an ID across the Institute need.
35. The master data for leave data should be collected from head quarters
36. The service record and payroll data of group A and B employees would be collected from head quarters
37. The group C and D employee data would be collected from institutes
38. The institutes would be providing the data by 31st July 2008

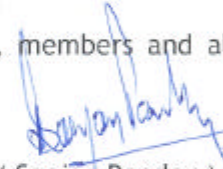
Payroll & GPF

39. There should be a provision to capture both family pension and personal pension details
40. The retirement date should be automatically calculated based on the date of birth.


The meeting ended with vote of thanks to chairman, co-chairman, members and all the participants of committee meeting.


(R.K. Verma)
e-champion


(V.B. Jakhmola)
e-champion


(Sanjay Pandey)
e-champion



(Prem Lal)
e-champion



(R.K. Sony)
e-champion


(Ganesh Ram)
e-champion



(Arvind Johari)
e-champion



(Jatender Singh)
Scientist C, IT Cell


(Vishesh Tomar)
PM Wipro



(V.R.S. Rawat)
Scientist D


(T.C. Nautiyal)
Registrar, FRIU

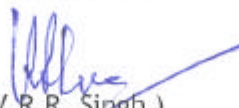

(Rajeev Kumar Tiwari)
Registrar, FRI



(Dr. Harish Kumar)
Scientist E and Project
Manager (e-governance)

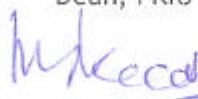
(Sandeep Sundriyal)
ADG (Stats.)


(Dr. Renu Singh)
Head BCC Div.


(R.K. Dogra)
ADG (Education)


(V.R.R. Singh)
Dean, FRIU


(Sandeep Tripathi)
ADG (Admin.)


(M.S. Garbyal)
DDG (Admin.)

(A.K. Wahal)
DDG (Education)

Agenda 2

Review Recommendations of ICFRE Technical Committee (IT Experts). Hardware Procurement Plan, Scope of work of EOI to be floated by ICFRE and location of data centre and disaster recovery centre.

- *A power point presentation will be made by Dr. Harish Kumar and PMC*

The ICFRE Apex Committee may kindly consider recommendations of ICFRE Technical Committee (IT Experts) and review scope of work of EOI and plan.

**Minutes of Technical Committee IT Domain Experts meeting for IFRIS under
Institution Framework in Committee Room of ICFRE on 12th July 2008**

The following members were present in the meeting:

Sl. No.	Name	Designation
1.	Sh. S.R. Das	Senior Director E-governance, Gol, DoIT, New Delhi
2.	Sh. Muniram	Director/ Scientist F, DIT, New Delhi
3.	Sh. P.R. Chandekar	Additional Director, DIT, New Delhi
4.	Dr. Harish Kumar	Scientist E and PM (E-Gov), ICFRE
Representatives from PMC		
5.	Sh. Naveen Prakash	Program Manager, Wipro
6.	Sh. Vishesh Tomar	Project Manager, Wipro
7.	Sh. Devanjan	Consultant, Wipro
Representatives from SRIT from IWST, Bangalore Through VC		
8.	Sh. Rakesh Pant	Program Manager, SRIT
9.	Sh. Tijo Thomas	Project Manager, SRIT

Presentation was made on the following agenda:

- Project Update
 - Development of Research, Extension and Finance modules by 15th July
 - Distribution of master data templates to e-champions
- Key points of Expression of Interest document
 - Finalization of Draft EoI for Hardware Procurement
 - Data Center & Disaster recovery conceptualization
- Hardware procurement roadmap
 - SLAs identified for Hardware to be mapped with software SLAs
- UAT approach
 - Focus on engagement of stakeholders and application users at ICFRE and Institutes
 - UAT approach is proposed for Module wise development plan of SRIT
- GUI of IFRIS
- Approach for IFRIS rollout

The following are the recommendation/suggestion/observation made during the meeting:

1. The committee recommended that legacy data entry of at least five years should be available before the rollout phase so that all aspect the application software has been tested.
2. The committee raised the concern over the master data entry which is essential

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(S.R. Das)

for moving forward. It is recommended to that the deadline of 31st July 2008 should be adhered.

3. It is recommended that the data centre site/disaster including networking should be well before the system integrator/hardware supplier actually install the servers. The SRIT and PMC may specify a suitable suggested disaster recovery requirement.
4. The committee suggested segregation of Onsite support between peak time and off business hours (99% and 90%).
5. Discussion was made on the process to be adopted for procurement of hardware/software(Datacentre). It is recommended the two way process may be adopted with following in two phase.
Phase 1:
Expression of Interest (Eoi) would be floated to invite end-to-end solution for establishing data center. The Eoi must mention about the exiting Network and Servers. There would be marks for solution proposed by the bidder. The bidders would be asked to make presentation for the proposed solution. The same would be one of the basis of short listing of vendors.
Phase 2:
Request for Proposal (RFP) would be subsequently prepared with detailed specifications for establishing and managing the data center. RFP would be shared with short-listed bidders. The response of short-listed bidder would be evaluated on quality-cum-cost basis of 70% and 30% respectively.
6. The committee recommended PMC to specify the scalability and redundancy requirement of the application should be clearly quantifiable in the Eoi to cater to next seven(7) years requirements.
7. The committee recommended that the SLA related to establishing data center should be mapped with the availability (SLA) of the application
8. GUI proposed by SRIT would be formally presented to ICFRE management for feedback and approval. The committee recommended that GUI standards published by DIT GoI should be considered for IFRIS to the extent possible. It is also suggested that developer should see portal of various agencies like DIT,C-DAC,NIC etc. and consider them for designing of GUI. PMC may also suggest the GUI. The acceptance of GUI by ICFRE management would be done by end of July.
9. The committee observed that during this phase it is important to adhere timelines of the IFRIS project by ICFRE, SRIT, PMC. It is recommended that additional thrust is required from ICFRE management, SRIT and PMC for implementation. It becomes very essential that the project momentum is sustained with pro-active participation of Project Director (IFRIS), PM (e-Gov), PMC, Software Development Team and the ICFRE e-champions. ICFRE require special attention for UAT acceptance approach.
10. The committee appreciated the phase wise release approach of the IFRIS modules so that the ICFRE user have more time give feedback. It is also suggested that ICFRE should ensure feedback on the modules from ICFRE e-champions and limited user group. This will facilitate a smooth User Acceptance Testing at 3 pilot locations viz, ICFRE, IWST and HFRI.
11. It is informed by SRIT Data digitization will start by first week of August and completed by end of November.

The meeting ended with vote of thanks to the committee members.

Hamp


(S.R. Das)



Muniram
Director/ Scientist F, DIT,
New Delhi

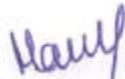
Naveen Prakash
Program Manager, Wipro



Vishesh Tomar
Project Manager, Wipro



P.R. Chandekar
Additional Director



Dr. Harish Kumar
Project Manger (e-gov)



S.R. Das,
Senior Director,
e-governance

Agenda 3

Review of proceedings of Institute Apex Committees

- *A power point presentation will be made by Dr. Harish Kumar*

The ICFRE Apex Committee may kindly consider recommendations of Apex Committee of ICFRE Institutes and give suitable directions

Table of Contents

<i>S.No.</i>	<i>Minutes of Meeting</i>
1.	FRI, Dehradun
2.	AFRI, Jodhpur
3.	HFRI, Shimla
4.	IFGTB, Coimbatore
5.	IFP, Ranchi
6.	IWST, Bangalore
7.	RFRI, Jorhat
8.	TFRI, Jabalpur

Proceeding of the IInd Apex Committee Meeting of Forest Research Institute, Dehradun under IFRIS Project of e-Governance programme

In pursuance of the recommendation of IInd workshop cum training of e- champions held at IWST, Bangalore from 16/06/08 to 20/06/08, a meeting of IInd Apex Committee of Forest Research Institute was held on 16/7/08. The meeting was chaired by the Director, Forest Research Institute.

Following officers, scientists and e-champion were present in the meeting.

1. Dr. S.S. Negi, Director
2. Shri Omkar Singh, Head Extension
3. Shri S.P. Rayal, Head Engineering Cell
4. Dr VRR Singh, Head Silviculture Division
5. Shri Amit Asthana, Head Bioinformatics and GIS
6. Dr. Ramesh Kumar Aima, Dean FRI University
7. Dr. A. N. Shukla, Head Pathology Division
8. Dr. Sas Biswas, Head Botany Division
9. Dr. M (Mrs.) P. Soni, Head Ecology Division
10. Dr. R.S. Bhandari, Scientist F, Entomology Division
11. Dr. S. B. Singh, Head Forest Soil and Land Reclamation division
12. Shri Ashish Rawat, Head Resource Survey and Management division
13. Shri Ganga Singh, Head Climate Change and Forest Influence division
14. Dr. Vimal Kothiyal, Head Forest Product Division
15. Dr. H.S. Ginwal, Head G&TP
16. Dr. P.K.Gupta, Scientist D, Chemistry Division
17. Dr A.P. Singh, Scientist D, Entomology Division
18. Dr. Rajeev Pandey Scientist, D, RCS
19. Dr. P.S. Rawat, e-Champion (Research)
20. Shri Neelesh Yadav, Scientist B, Bioinformatics and GIS
21. Suresh Sharma, Research Officer, Forest Pathology
22. Shri S.R. Bloch, Research Officer, Non Wood Forest Produce

Shri Omkar Singh, Head Extension Division emphasized on the importance of e-governance approach and the application of the software developed to the tune of the users requirement which can ease and make the system faster when implemented, during his inaugural address.

Dr. P. S. Rawat, e-Champion (Research) demonstrated the application and functionality of the software developed so far for Research Information Management System (RIMS). The detailed discussion amongst the committee members was also held on the preparation of Master Data for RIMS at divisional level. The main issues deliberated in the meeting are:

- Demonstration on application of the software being developed for Research Information Management System (RIMS).
- Identification and preparation of Master data for RIMS.



- The soft copy as well as hard copy of Project proposal and Project completion Report since from 2000 onwards
- Expectation from the division if any.

During the discussion on the above issues following points emerged out which need to be discussed before implementation of the project. The points are:

- The TOR of RIMS should be available with all the institutes, so that responsibility and role of consultant is very well understood by the stakeholders and maximum services of consultant are utilized.
- Software should be developed after detailed and larger consultations with all the stakeholders at all levels so that it is snag free and user friendly.
- The Concept note should be prepared after stakeholders meeting, so that the views of stakeholders are adequately reflected.
- Name of the stakeholders should also figure in the concept note.
- In case of projects, quite often complete project is prepared instead of concept note as per requirement of funding agency. Therefore there should be provision for uploading project along with concept note.
- At PI level, if some divisions like Ecology, Forest Products FSLR and others not working in the particular species there should be option to include the information other than species.
- The workshop on software related user requirement should also be organized in FRI, since it is large and diverse in activities as compared to the other institutes.
- RIMS software should be strongly linked with financial management of research projects, so that all the outputs related to the account matters should be available with the click of button.
- Discipline name should also be figure in the software of RIMS along with the name of the division.
- The software should have the option to search the information at PI level, so that PI can view and avoid the duplication of work at disciplines, divisions and institutes.
- There is a provision that the particular PI should not have more than X number of projects, the software should be able to create alert that the particular PI has no scope to create project. The information on status of project being taken up by the PI should be explicitly given.



- Permission for submission of concept notes/ projects after approval of Director, directly to the funding agency should also be the part of the software as far as externally funded projects are concerned.
- MOU format as per the requirement of different agencies can also be included as annexure.
- There should be option for on line reporting (Monthly, Quarterly, Half yearly, Annual etc.) in the software so that time and paper both can be saved.
- Project Completion Report should not be placed on the software as some of the PCR contains information that may be important from IPR point of view. Instead small summary in a prescribed format may be uploaded.

The soft copies of presentation on application of Software and Master Data Templates have been given to the members of the Apex Committee of the institute and requested to fill up the desired information. The members were requested to give wide publicity and sensitize the officials about the usefulness of the e- governance at their divisions

The meeting was ended with vote of thanks proposed by Dr. Rajeev Pandey, Scientist D of Research & Coordination Section.



Minutes of the Institute Level Apex Committee Meeting

Held at AFRI, Jodhpur on 15th July 2008

The Institute Level Apex Committee Meeting was held at AFRI, Jodhpur on 15/07/2008 under the chairmanship of Director, AFRI. The following persons attended the meeting.

- | | | | |
|-----|------------------------|---|--------------------------------------|
| 1. | Dr. R.L.Srivastava | : | Director, AFRI |
| 2. | Shri Ashok Kumar | : | Group Coordinator(Research) |
| 3. | Dr. S.I.Ahmed | : | Head, Forest Protection Division |
| 4. | Sh. C.J.S.K.Emmanuel | : | Head, FGTB Division |
| 5. | Dr. Pradeep Chaowdhary | : | CF & Head, Silviculture Division |
| 5. | Shri Rajesh | : | CF(Admin) |
| 6. | Shri M.R.Baloch | : | CF & Head, Agroforestry |
| 6. | Dr. Ranjana Arya | : | Head, NWFP Division |
| 7. | Dr. Abha Rani | : | Acting Head, Forest Ecology Division |
| 8. | Shri Dharendra Kumar | : | Controller |
| 9. | Shri C.P.Rahangdale | : | DDO |
| 10. | Shri A.K.Sinha | : | E-Champion & Incharge IT |
| 11. | Dr. Tarun Kant | : | E-Champion and Scientist-D |

The meeting started with a brief recap presentation on the E-governance initiatives started at ICFRE and the IFRIS project. The house was briefed about the E-governance road-map of ICFRE, the Time-line of the IFRIS project and the Institutional framework of the ICFRE. The role of the Institute level Apex committee in driving the IFRIS project and in bringing E-Parivartan at the Institute was emphasized again to the house. A presentation was then made showing the highlights of the 2nd E-Champions Training cum Workshop held at IWSST Bangalore from 16th June to 20th June 2008. The house was also briefed about the Master Data Preparation to be carried out for all the modules of AFRI.

Agenda for the Meeting

1. Preparation of the Master Data for the FAS, PIS, Payroll, RIMS, FEMS, Estate Management and Procurement and Inventory Module.
2. Trainings to be imparted to the staff of the AFRI.
3. Preparation/Purchase of the Course Material for the Trainings..
4. Exclusive Domain and IFRIS training to the Accounts people.
5. Appointment of the contract professional at the IT-cell for the IFRIS implementation activities.
6. Increasing the bandwidth of the Internet.
7. Identification of the areas where networking infrastructure need to be strengthened.
8. Nomination of division wise **E-Friends** who can look after the day to day needs of the divisions and troubleshoot the problems of their division.
9. Any new thought for bringing E-Parivartan

Discussions and the Decisions Taken on the Agenda

1. The following officials were nominated for the preparation of Module wise Master Data in consultation with the E-Champions.

- | | | |
|---|---|-------------------------|
| a) Shri Ashok Kumar, GC(R) | : | RIMS Module |
| b) Shri M.R.Baloch, Head Agroforestry : | : | FEMS Module |
| c) Shri Rajesh, CF(Admin.) | : | Estate Management |
| d) Shri Dharendra Kumar, Controller | : | PIMS Module |
| e) Shri C.P.Rahangdale, DDO | : | FAS & Payroll Module |
| f) Shri Dharendra Kumar, Controller | : | Procurement & Inventory |

The above officials will prepare the master data for their respective modules in consultation with the E-Champions before 31st July 2008 and submit it to the E-Champions for sending it to the ICFRE.

2. The E-Champions presented the course contents of the three levels of training to be imparted to the staff according to their skills.

S.No	Course Name	Meant for	Duration of the training
1.	Skill level 1 (Starter Training)	Beginners	18 days (6 days a week, 4 hours daily)
2.	Skill Level 2	For those who have working knowledge	12 days (6 days a week, 4 hours daily)
3.	Skill level 3 Advance Training	For those who are well versed with usage of computers	12 days (6 days a week, 4 hours daily)

It was decided to start the trainings from first week of August as staff of the research divisions is busy with planting activities of their projects in the month of July. It was also decided by the Director, AFRI to prepare a good computer training laboratory equipped with all the equipments for conducting such trainings on a regular basis.

3. It was decided to prepare the course material indigenously. Books may be purchased for the topics for which the training material cannot be prepared indigenously. It was also emphasized by the E-Champions to motivate the trainees to read the E-tutorials available on Internet and the self-help files of the application softwares so as to make their habit of using Internet. The house agreed upon this.
4. It was decided to organize a training of Accounts for the staff of the Accounts Section/Nominated Officials/Nominated persons from the divisions in the Institute and also to request the ICFRE Apex committee to organize a special FAS training for the staff of the Accounts Section from the developers directly so that their problems are tackled then and there and they become confident of using the FAS.
5. The appointment order for a computer professional on contract basis were issued but the person declined to join the institute for some reason. It was decided to issue the work order to the next person in the panel.

6. It was felt for some time that Internet speed has become substantially slow in the institute due to which attachments are not getting uploaded to the E-mails and sites are opening at a very slow pace. It was decided to raise this issue to the ICFRE Apex committee to increase the bandwidth of the Internet provided to AFRI, Jodhpur.
7. It was also decided that In-charge IT will survey the Institute's office buildings and will consult the HODs/Section In-charge for their requirement of increasing the network points in their divisions/sections and will initiate action for providing the network points at the required places.
8. A new concept of nominating **E-Friends** from all the divisions who can troubleshoot the day to day problems of the divisions was presented to the House. The concept was praised and approved by the house. The following persons are being nominated as E-Friends from the divisions/sections at AFRI:

S.No	Name of the Person	Division
1.	Shri N.K.Shringi	Establishment Section
2.	Shri P.S.Saankhla	Accounts Section
3.	Shri Rajesh Gupta	CF(Admin.) Office
4.	Smt. Rajshree James	CF(Admin.) Office
5.	Shri K.S.Parmar	Director office
6.	Smt. Meeta Sharma	GC(R) Office
7.	Smt. Neelam Verma	Forest Protection Division
8.	Shri N. Ravi	Forest Genetics Division
9.	Shri N.K.Bohra	Silviculture Division
10.	Dr. Hemant Sharma	NWFP Division
11.	Shri C.S.Vyas	Forest Ecology Division
12.	Shri GangaRam	Forest Ecology Division
13.	Ms. Bhawana Sharma	Agroforestry Division
14.	Shri Hemant Gagaj	Store section & Purchase Section
15.	Smt. Saroj Sisodia	Library

9. In order to forward the cause of E-Parivartan it was decided to give all the non critical circulars on the e-mails instead of sending it through hard copy to start with. All the Officers/Scientists/RO's will check their official e-mail account at least four times a day and will compulsorily acknowledge the mail by replying back the mail. Once this comes into routine and every one develops a habit of checking circulars on-line, even the critical ones will be sent through mail.

It was also decided to provide scanners to the following divisions/sections so that the documents received as hard copy can be digitized and sent on e-mail.

- a) Director's office
- b) GC(R) Office
- c) CF(Admin)
- d) Accounts
- e) Establishment section

Issues to be taken up in the ICFRE Apex Committee Meeting

1. AFRI has an additional residential campus outside the main campus in which in addition to AFRI employees the quarters are also allotted to employees from central/state government organizations other than ICFRE. Revenue is collected from these residents of that campus which is then submitted to the accounts section. The present IFRIS system doesn't have any provision to cater this need. This problem cropped during the discussion on master data of Estate Management system and the house felt that it will be better if the management of this additional campus could be integrated in the Estate management System so that the revenue received can be transferred to the FAS directly within the system. This problem may be with other institutes also where excess quarters are there which are allotted to the employees of central/state government organizations other than ICFRE.
2. It has been observed that Internet speed has become substantially slow in the institute due to which attachments are not getting uploaded to the E-mails and sites are also opening at a very slow pace. This issue was discussed with the Director General, ICFRE during his visit to AFRI recently. It is felt that the present bandwidth allotted to AFRI does not suffice to the present needs and the situation may worsen after IFRIS goes live. It is requested to increase the Internet bandwidth allotted to AFRI.
3. The House felt that it is important that training on FAS should be organized for the staff of the accounts section directly from the developers so that they become confident of using the system perfectly as FAS is the most important component of the IFRIS with which other modules interact. This training should start once the FAS is developed completely and should get completed at least one month before the system goes live.

**(Dr. Tarun kant)
E-Champion**

**(Dr. R.L.Srivastava)
Director**

**(Shri A.K.Sinha)
E-Champion**

HIMALAYAN FOREST RESEARCH INSTITUTE, SHIMLA
PROCEEDINGS OF THE INSTITUTE APEX COMMITTEE MEETING
HELD ON 12th JUNE 2008

The following were present in the meeting:

1. Shri Mohinder Pal, IFS, Director-cum-Chairman, Apex Committee
2. Shri Manoj Bhaik, IFS, HOO, Head, S & TI; A & E; PFM; NWFP Divisions
3. Dr. K.S. Kapoor, Coordinator (Research) & Head, E & B C Division
4. Dr. Ranjeet Singh, Head, Forest Protection Division
5. Dr. Vijender Pal Panwar, Scientist-B & Member Secretary (Research)
6. Shri Prakash Chand, RA-I & Member Secretary (Non-Research)

At the outset the Director, HFRI appreciated the efforts of e-Champions of HFRI for providing an insight of IFRIS to the Officers, Scientists and staff of HFRI through three awareness workshops organized for the purpose on 21 & 23 May 2008 and on 2nd June 2008

Agenda-1: Appraisal of the IFRIS related work taken up during the month of May 2008

Agenda-2: Matters taken up with the ICFRE Headquarters and response from HQ's

Agenda-3: MPLS-VPN connectivity and internet/ broad band speed.

Agenda-4: Furnishing of Videoconference Room and IT infrastructure requirements for implementation of the IFRIS,

Agenda-5: Installation of the UPS for Videoconferencing and EPBX System

Agenda-6: Receipt of Incomplete MS office 2007 package and DVD Rom only.

Agenda-7: Core issues immerged during the workshop for IFRIS team.

Director, HFRI showed his satisfaction on the progress of IFRIS system. Responsibility of preparation and submission of master data templates for Research Information Management System (RIMS); Forestry Extension Information Management System (FEIMS) and Financial Accounting System (FAS) has been given to the Scientists and Accounts staff. The process of preparation of master data templates is in progress.

Director, HFRI informed that a proposal for providing trainings to the staff, depending upon their requirements, in computers has been sent to *ICFRE* Headquarters for approval. The trainings will be provided immediately after getting the approval from *ICFRE* Headquarters. Similarly a proposal for sanction of Rs. 1,07,000/- for meeting out the expenditure likely to be incurred during the workshop-cum-training of e-Champions of *ICFRE* scheduled to held at HFRI, Shimla during September 2008 is still awaited from *ICFRE* Headquarters.

The Director, HFRI and everyone present in the meeting had shown their concerns on the poor performance of MPLS-VPN System especially **interrupted internet services and Video Conferencing** and matter has been taken up with the *ICFRE* Headquarters for immediate redressal.

Director, HFRI asked the e-champion to assess the requirement of infrastructure for **furnishing the Video Conferencing Room and other infrastructure** required in Institute for implementation of IFRIS as to take up a separate proposal for approval of the *ICFRE* Headquarters.

UPS for Videoconferencing and EPBX System has not been installed at HFRI by concerned companies/ departments so far. Therefore, it is requested to the HQ's that the concerned may be directed for the needful. A list of the persons/ officers outsourced for services to HFRI (e.g., BSNL officers, HCL employees etc., may kindly be sent to the HFRI for taking up the matter with them.

Himalayan Forest Research Institute has received 20 No. of **incomplete MS office 2007 packages** with the new computers, which do not a CD for additional languages. Further 20 new **computers are not having any CD or DVD writers** due to which office is facing problems in day to day working. Necessary action from In-charge, IT Cell *ICFRE* (HQ's) is solicited please.

Some core issues emerged from the egovernance /IFRIS workshop, which needs to be placed before competent authority at *ICFRE* (HQ's) so that IFRIS may take care of the following concerns.

- ◆ Scientist should conceptualize the concept note/ project after thorough discussion with end users/ stakeholders and concerned authorities of the Forest Department, followed by the approval of the RAG. These important steps involved in project formulation before RAG, should find place in IFRIS Software.
- ◆ There must be a provision of utmost security especially in financial matters with a provision of constant monitoring/ checking mechanism.
- ◆ IFRIS team should devise the common formats for Data digitization required to be fed in IFRIS e.g., information to related to service matters for employees, Library books etc., so that the IFRIS may be implemented in time and we may plan to be ready with the required information in digital form.
- ◆ Each and every activity should not go to the GCR and therefore, the steps involved in to be processes should be minimized. HOD's & GCR's should not be bothered where their input are not specifically required.
- ◆ In to be processes steps reflected for purchase of equipment, minor repairs, construction etc., should be minimized, by reducing the number of authorities involved in between

whereas the committee of the Institute constituted for these purposes has greater role to play.

- ◆ To implement IFRIS, it is suggested that the ICFRE Institutes should have a uniform infrastructure for better functioning of the IFRIS.
- ◆ IFRIS should have a mechanism for new techniques innovation, technology up-gradation and their recognition in the council.
- ◆ Vehicle module should have a provision for outsourcing of vehicles, keeping in view the shortage of institutional vehicles in entire council.
- ◆ PIMS of IFRIS should have an automated for generation of reports especially over confirmation of the employee's services, employees due for promotion, DPC's held and orders to be issued (Like Reminder services to the concerned).
- ◆ Library module should have a provision for Inter Library Book Loan facility amongst its Institute's.
- ◆ IFRIS team/ system should know its own strengths so that system should not get suffocated.

Director, HFRI informed that it is matter of appreciation that *ICFRE* has selected HFRI as one of its pilot Institute, where IFRIS team will visit shortly. He added that it is a challengeable task for us to implement IFRIS in a time bound manner; however, he informed that the team of experts, who is involved in formulation and implementation of the software, will be available at HFRI for resolving the problems (if any), and we all should be ready to undergo change management. Keeping in view of the e-champions workshop at HFRI during September, 2008, he asked the Head of Division to ensure presence of all the officers/officials in the office during the visit of above experts and therefore leaves/tours, etc. may be avoided except in some emergent cases.


[MOHINDER PAL, IFS]
Director

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INSTITUTE OF FOREST GENETICS & TREE BREEDING
(वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान)
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)

(An autonomous body of Ministry of Environment & Forests, Govt. of India)

(पर्यावरण एवं वन मंत्रालय, भारत सरकार को एक स्वायत्त परिषद)

P. B. No. 1061, COIMBATORE - 641 002.

पो बॉ नं १०६१ कोयंबटूर-६४१००२

Date: 04 -07-08

Minutes of the Institute level Apex committee meeting (IFRIS) held at IFGTB, Coimbatore on 27th June, 2008

The following officials were present in the meeting

- | | |
|--|------------------------------|
| 1. Shri. T.Gunasekaran, Director & GC(Research), IFGTB | : The Chair |
| 2. Shri.R.S.C.Jayaraj | : Member |
| 3. Dr.M.George | : Member |
| 4. Dr.B.Gurudev Singh | : Member |
| 5. Dr.S.Murugesan | : Member |
| 6. Shri.J.Md. Shujauddin | : Member |
| 7. Shri. A.V.Mathai | : Member |
| 8. Dr.K.Palanisamy | : Member Secretary (Res) |
| 9. Shri.R.Vivekanandan | : Member Secretary (Non-Res) |

AGENDA:

1. Overview of Second E-Governance Training
2. Increasing Internet speed
3. Increasing Mailbox size of all users of IFGTB
4. Procurement of Antivirus software for required computers
5. Improvement and updating master data related to IFGTB
6. Data digitization for research and other modules

Details of the Meeting:

The Director, IFGTB welcomed all the members of the committee.

Shri.R.Vivekanandan (E-Champion) made a presentation on the second E-governance Training and Agenda items.

It was decided to convene an awareness workshop for collection of Master data for different target groups in July for different modules /systems to be attended by all users-Scientists, Officers, Ministerial and Technical Staff of IFGTB explaining the importance of data digitization for developing successful IFRIS system. Master data for different systems will be updated and improved. The Master data will be uploaded to IFGTB Intranet as done earlier for the TO-Be Processes for easy accessibility to all staff of IFGTB and provide valuable suggestions.

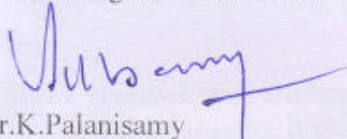
Further, the committee wanted to know whether the IFRIS system will take care of the following issues:

- The general correspondence with outside agencies other than ICFRE should be brought under IFRIS. They also wanted to know whether the general office procedures followed for outside correspondence included in the IFRIS system (Receiving of the document, communication to concerned official, movement of files and reply to the outsiders).
- The research achievements of State Govts. and other stakeholders needs to be included in the proposed IFRIS system
- Sanction of Advance: For any estimate in the project as well as other than project, there will be an Administrative sanction from Director. Afterwards the amount will be drawn periodically as and when required and accounts will be settled. What is the provision in the IFRIS and in which module it is linked?
- The important orders relevant to ICFRE as well as IFGTB and other Institutes should be uploaded in to the IFRIS for the benefit of ICFRE employees . For eg. Creation of ICFRE and different Institutes and other important events.
- PCR: The contents of PCR may be given in IFRIS in brief instead of displaying entire PCR. A common format may be standardized.
- Library: The details of books, journals and other documents and their location (rack, row, catalogue etc) should be included in the IFRIS Digital Library system module for easy access.

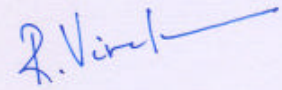
The following decisions were taken:

- Procurement of Antivirus software to all computers in use other than Wipro computers supplied this year from ministry.
- Since all the communications are sent by E-mail to all staff in IFGTB, the Mailbox size of all users of IFGTB may be increased.
- It was reported by all the scientists and officers that Internet speed is very slow and it should be increased.
- It was decided to nominate one nodal person from each Division/ Functional units responsible for implementing different modules/systems relevant for IFGTB.
- It was decided to collect research related data from the year of Institute's formation (1988).

The meeting ended with vote of thanks.



Dr.K.Palanisamy
Member Secretary (Res)



R.Vivekanandan
Member Secretary(Non-Res)

Minutes of Apex Committee Meeting

30th June 2008

Institute of Forest Productivity, Ranchi

The 2nd meeting of IFP's Apex Committee was held at the Conference Hall of the institute at 03:30 PM on 30th June, 2008. The agenda items which were discussed in the meeting included:

1. Appraisal of the progress and various decisions taken at the 2nd e-champions training at Institute of Wood Science and Technology, Bangalore from 16-20th June, 2008.
2. Monitoring and review of action taken in last two months.
3. Course of action for the next two months – Identification of IT requirements of Institute and further training schedules for capacity building of staff personnel for successful implementation of IFRIS.
4. Discussion on creation of Master Data for
 - a. Research Information Management System
 - b. Forestry Extension Management System
 - c. Financial Accounting System
 - d. Personal Information Management System
 - e. Payroll Management System
 - f. Stock & Inventory Management System
 - g. IT Requirement Management System

Sh. R. Krishnamurty, The Director & Chairman of Apex Committee presided over the meeting attended by following members:

1. Sh. Rameshwar Das, Group co-ordinator (Research)
2. Dr. S. Nath, Head, Soil & Land Reclamation Division
3. Dr. M. Ray, Head, Ecology & Biodiversity Conservation
4. Sh. B.K. Mishra, Drawing & Disbursing Officer (Accounts Head)
5. Dr. Sanjay Singh, Head, Botany, Silviculture & Forest Mgt. & Member Secretary (Res.)
6. Dr. Animesh Sinha, Head, Biotechnology, Genetics & Tree Improvement
7. Sh. S.N. Mishra, Member Secretary (Non-Res.)
8. Smt. Ruby S. Kujur, Head, IT Section

In addition to the nominated members research and administrative staff of the institute was also invited to the meeting to generate awareness and a sense of belonging to the ongoing process of implementation of the e-governance initiative in ICFRE.

Meeting commenced with the e-Champions from the institute i.e. Dr. Sanjay Singh, Member Secretary (Res.) and Sh. S.N. Mishra, Member Secretary (Non-Res.) informing the members about the activities undertaken during the 2nd e-champions training at Institute of Wood Science and Technology, Bangalore from 16-20th June, 2008.

Thereafter, Dr. Sanjay Singh made a detailed presentation on the actions taken in last two months with regard to the decisions in the 1st Apex Committee Meeting of the institute. He also underlined the significant achievements of IFP, Ranchi in implementation of IFRIS:

- Ministerial and technical staff of the institute was provided a **Ten day's** extensive ***Training on Information Technology and Basics of Computers*** from 29th May to 11th June 2008.
- ***Two days Awareness Workshop on Development and Implementation of IFRIS*** was organized on 22nd-23rd May 2008.
- ***Advance Training on Research Management and Computer Applications*** has only been organized by IFP.
- Master Data on Financial Accounting System was provided to Software Developers during the 2nd E-champions training –cum- workshop at IWST, Bangalore by no other institute but IFP, Ranchi.

Sh. R. Krishnamurty, Director & Chairman of Apex Committee expressed his satisfaction over the progress but stressed upon the need of expediting the work on master data creation for various modules. He also suggested identification of *Key Personnel* within the institute for the purpose. The following *Key Personnel* have been identified in the Meeting and directed to complete the task before 31st July 2008:

- Research Information Management System: Sh. Rajiv Ranjan
- Forestry Extension Management System: Sh. S. N. Vaidya
- Financial Accounting System: Sh. Y. Mahto
- Personal Information Management System: Sh. A. K. Pandey
- Stock & Inventory Management System: Sh. Gautam Chakravorty

It was also agreed upon that for master data identification and creation two nos. of data entry operators and a retired Accountant for Accounts and Financial aspects has to be engaged.

During the trainings/workshops held at the institute, feedback was taken along with aptitude test of the staff to identify their IT training requirements for successful implementation of IFRIS. The analysis of the same was presented before the members. It

was finalized that following skill-wise trainings will be provided in the next two months for capacity building of the research and administrative personnel for adoption of the system for optimal benefit –


- Skill Level III (low) – 2 week intensive Training
- Skill Level II(Moderate) – 2 week Training
- Skill Level I(Advance) – 3 days Specialized Training

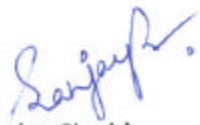
The necessity of a Hardware and Networking Training was also felt to train some identified/ interested staff in each Division/sections to handle the minor problems in these areas.

The final decision of the Committee was to speed up the process to provide internet connectivity outside the main campus of the institute through USB internet connections for FRC Mandar and IFP Ranchi (for backup). A proposal will be sent to the head quarters.

The meeting concluded with the vote of thanks by the e-Chmapions.


(R. Krishnamurthy)
Chairman


(Rameshwar Das)
Group Co-ordinator


(Sanjay Singh)
Member Secretary (Res.)


(S.N. Mishra)
Member Secretary (Non-Res.)

MINUTES OF THE THIRD INSTITUTE-LEVEL APEX COMMITTEE MEETING OF IWST, BANGALORE

The third meeting of the Institute Level Apex Committee at IWST, Bangalore was held on 17th July 2008.

The meeting was attended by

1. Shri. S. C. Gairola, Group Co-ordinator (Research) and In-charge Director
2. Dr. Mrs. O. K. Remadevi, Head, Wood Biodegradation Division
3. Dr. T. S. Rathore, Head, Tree Improvement and Propagation Division
4. Dr. K. K. Pandey, Head, Wood Seasoning and Preservation Division
5. Dr. S. K. Sharma, Head, IT Cell
6. Shri. Pankaj Aggarwal, Scientist In-charge (Extension)
7. Shri. V. G. Angadi, Head, Chemistry of Forest Products Division
8. Shri. B. J. Rao, Controller
9. Shri. Y. B. Srinivasa, E-champion
10. Shri. Subhash C. Bose, E-champion

The basic agenda of the meeting was to familiarize members on progress of the project; provide members a feel of the application; to discuss the agenda for Institute-level workshop/s to be conducted; and, to discuss on bringing out a Institute-level newsletter covering the development of IFRIS and other activities of the Institute.

Events of the Meeting

Mr. Tijo Thomas from SRIT made a brief presentation on the application. He covered two modules – Research and Finance. The presentation mainly focused on providing the members a feel of how future working environment would be. There were no discussions on the intricacies of the application *per se*.

Mr. Tijo Thomas also presented briefly on the progress of the project and on the support required from the Institute for future developments.

Decisions taken in the meeting

It was decided that persons who need training on basic IT skills required to operate the application should be identified and provided training by the end of this month. A workshop with facility for hands-on experience should be organized.

A second workshop should be conducted at a later date for all staff of IWST to expose them to the application.

The staff of IWST should give priority to providing information for the Master data.

The PM (e-gov) should be requested to provide dummy models on different modules during the user-trainings.

IWST should bring out an Institute level newsletter that covers not only activities pertaining to IFRIS but also on the other events of the Institute on a monthly basis. The editorial board of the Newsletter would constitute – Sh. S.C. Gairola, Director,

Dr. S. K. Sharma (Head, IT Cell), Mr. P. K. Dobhal (Co-ord (F)) and Mr. Pankaj Aggarwal (In-charge, Extension).

It might be necessary to place a request with the ICFRE to suitably increase the bandwidth, as the present bandwidth of 2mbps might fall short during the full implementation of IFRIS.

Director

Proceedings of 2nd Apex Committee at RFRI

July 04, 2008

The 2nd Apex Committee Meeting on e-Governance on 04.07.2008 in RFRI was attended by the following members with an active participation in the discussion. Apart from the committee members, all other scientists and officers were also invited to take part and express their opinions.

The meeting was attended by Dr. M S Negi, Ms. Imtiena Ao, Dr. R. K. Borah, Dr. S. Pattanaik, Dr. P. K. Khatri, Pawan K. Kaushik, G. Banerjee, Dr Anil Negi, Dr B M Dimri, Dr. Nizara D. Borthakur, Tara Chand, Hari Om Saxena, B. K. Pandey, D Gurung, Dr Ranjit Kumar, Dr. P. K. Das, Rajesh Kumar, R. K. Kalita, Satyam Bordoloi, H. N. Dhungana, T. C. Bhuyan, Dr. I. P. Bora.

Mr. Pawan K. Kaushik, e-Champion (Research) welcomed the gathering and gave a brief presentation on the till date progress on implementation of IFRIS and e-Governance. He also discussed the functionality of the software in connection with RIMS related online process.

Ms. Imtiena Ao, e-Champion (Non-Research) described through a brief presentation on functionality of the software and PIMS and other different modules related online process.

The e-Champions attended all the general queries made by the participants and the committee members.

Few specific issues as followings were also discussed and recommendations were also made to enable the process of IFRIS implementation to be smooth and trouble-free.

- Up gradation of the network prior to implementation of IFRIS, copper wire connection should be replaced with optical fiber cable for better performance as even double copper wire is also not effective.
- Training to Group C &D staff about the IFRIS and special training to selected staff.
- Training on Basics of computer applications to staff.
- Director RFRI proposed to include RFRI Jorhat as a pilot Institute for implementation of IFRIS during its stage of development. After Shimla workshop another workshop can be organized at RFRI Jorhat.
- He also wanted two computer experts from NIC to be deputed at RFRI Jorhat for regular training of staff and maintenance of network and IFRIS functionality.

The meeting concluded with vote of thanks by Pawan K. Kaushik, E-Champion Research.

Minutes of the “Institute Level Apex Committee”

With reference to the Deputy Director General (Admin) notification No. 703/3-10 (vol.III)/IT/ICFRE/2007-08, regarding constitution and Terms of Reference (TOR) of Institute Level Apex Committee (ILAC), a meeting of ILAC, TFRI, Jabalpur was held on 11th July 2008 in the conference hall of Genetics & Plant Propagation Division at 3.30 PM.

Following members were present in the meeting:

Dr. A. K. Mandal, Director	: Chairman
Dr. V. Nath, Scientist F, Head, Biodiversity Div.	: Member
Dr. K. C. Joshi, Scientist F, Head, Entomology Div.	: Member
Dr. S. A. Ansari, Scientist E, Head, Genetics Div.	: Member
Dr. A.K. Pandey, Scientist E, Head, NWFP Div.	: Member
Dr. R. K. Verma, Scientist D, Head, Pathology Div.	: Member
Smt. M. Kundu, Scientist C	: On behalf of Head,
Silviculture Shri Harprasad, Head, Extension Div.	: Member
Shri N. T. Sherpa, D.D.O.	: Member
Dr. N. Kulkarni, Scientist E	: Member Secretary (Res)
Dr. Sharad Tiwari, Scientist D	: Member Secretary

(Non Res)

Proceedings: The meeting was held as per schedule and was chaired by Dr. A. K. Mandal, Director, Tropical Forest Research Institute, Jabalpur. The committee members were apprised off with the various activities performed under e-Governance during the period. The house was informed about the achievements under the e-governance programme at institute level, viz., organization of institute level general lecture/workshop on IFRIS initiatives in the ICFRE, group level discussions with different sections and one-to-one discussions for the collection of master data, required for the development of IFRIS software. The actions taken on the concerns raised by members during the last Institute Level Apex Committee meeting was also discussed. Dr. Sharad Tiwari presented the series of activities undertaken on group-level, need-based trainings during the period. Dr. N. Kulkarni informed the house about the progress of software development, based on 2nd E- Governance Training-cum-Workshop. He presented the master data on Research Information

Management System (RIMS), being finalized by the IFRIS. It was also decided to circulate the list of master data for RIMS for wider circulation and inviting further suggestions. Dr. N. Kulkarni also shared the deliberations of second e-champions training-cum-workshop held at Bangalore (from 16th to 20th June, 2008), with presentation on prototype of IFRIS software in the form of screen shots. The house appreciated the activities being undertaken under the programme.

The meeting ended with vote of thanks to the chair and all members present.

(Dr. A.K. Mandal)
Chairman

Agenda 4

Briefing of 2nd e-champion's Training-cum-workshop 16th June – 20th June 2008 at IWST Bangalore and other activities planned in near future.

- *A power point presentation will be made by Dr. Harish Kumar*

The ICFRE Apex Committee may kindly take note of the salient features of e-champion training-cum- workshop and of the activities planned in near future and consider issuing necessary instructions, if any, for such training conducted in future.

PROCEEDINGS OF 2nd e-champions' Training-cum-Workshop from 16.06.2008 to 20.06.2008

The second e-champions training-cum-workshop was held from 16.06.2008 to 20.06.2008 at the IWST, Bangalore. The programme was inaugurated by the Sh. Suresh Gairola, Director IWST, Dr. R.V. Rao, Scientist F, IWST and Dr. S.K. Sharma, Scientist F and Head IT Cell. Apart from the e-champions all the Officer/Scientists at IWST were present in the inaugural session. A comprehensive course material for the training-cum-workshop as designed by the Developer M/s SRIT, PMC M/s Wipro and the Project Manager (e-governance) was also presented to the e-champions.

Dr. R.V. Rao, Scientist F welcomed the e-champions for the 5-day program and shared his experiences of transition from manual to digital world. Sh S.C. Gairola, Director, IWST Bangalore in

his welcome note, emphasized on the role of e-champion for the success of IFRIS. He added that this is an initiative not for IT Department but for all the officials of IFCRE. Dr. Harish Kumar, PM (e-Gov) ICFRE made a presentation on the e-

governance developments at ICFRE and its institutes. The second edition of e-Parivartan was released by Director IWST.



The technical sessions followed the inaugural and Master Data of Modules including Research, Extension, FAS, PIMS, Procurement and Inventory, Digital Library, Estate Management and others were discussed with the following e-champions :

1.	Dr. V.P. Panwar	HFRI, Shimla	2.	Dr. P.S. Rawat,	FRI, Dehradun
3.	Mr. Parkash Chand	HFRI, Shimla	4.	Mr. Ganesh Ram	FRI UNIV., Dehradun
5.	Dr. Sanjay Singh	IFP, Ranchi	6.	Mr. Raman Nautiyal	ICFRE, Dehradun
7.	Mr. Shambhu Nath Mishara	IFP, Ranchi	8.	Dr. S.S. Jain	ICFRE, Dehradun
9.	Mr. G.S.C. Bose	IWST, Bangalore	10.	Mr. Rakesh K. Verma	ICFRE, Dehradun
11.	Mr. Y.B. Srinivasa	IWST, Bangalore	12.	Mr. Sanjay Pandey	ICFRE, Dehradun
13.	Dr. K Palanisamy	IFGTB, Coimbatore	14.	Mr. Rajesh Soni	ICFRE, Dehradun
15.	Mr. R. Vivekanandan	IFGTB, Coimbatore	16.	Mr. V.B. Jakhmola	ICFRE, Dehradun
17.	Mr. Ashish Kumar Sinha	AFRI, Jodhpur	18.	Mr. Prem Lal	ICFRE, Dehradun
19.	Dr. Tarun Kant	AFRI, Jodhpur	20.	Mr. Ritesh Kumar	IWST, Bangalore
21.	Dr. Nitin Kulkarni	TFRI, Jabalpur	22.	Ms. K. Gayathri Devi	IWST, Bangalore
23.	Ms. Imtiena Ao	RFRI, Jorhat	24.	Mr. V. Soundara Rajan	IWST, Bangalore
25.	Mr. Pawan K Kaushik	RFRI, Jorhat	26.	Mr. A. Muthu Kumar	IWST, Bangalore
27.	Mr. Arvind Johari	FRI, Dehradun	28.	Mr. R. Ezhumalai	IWST, Bangalore

The programme was coordinated by Mr. Y.B. Srinivasa, Mr. G.S.C. Bose, Mr Sundara Rajan, Sh. S.K. Sharma and Dr. Harish Kumar.

Looking forward for the fruitful outcome, the e-champion team was divided into two groups to provide inputs on Master data of Research, Extension and Finance modules.



The IFRIS team was fortunate to have an interactive session of e-champion with Sh. A.K. Johari, DIG (RT), MoEF on 18.06.2008. Shri Johari, appreciated the efforts made by ICFRE for IFRIS and congratulated e-champions and IFRIS team for the success made so far.

During this 5 day program, SRIT Consultants gave demonstration of IFRIS Modules including Research, Extension and Financial Accounting System. The prototype of Research and Extension modules was also presented to the e-champions to give a early look of the upcoming IFRIS application and to take their feedback's.

The e-champions were asked to share their observations / issues / remarks on the feedback form. In addition every individual e-champion gave a brief talk on the uniqueness captured by him during the training-cum-workshop and given suggestion on how to take it forward. PM (e-Governance) conducted a detailed interactive discussion on the feedback with the e-champions which lasted for three hours. This was followed by Way Forward session with PMC, Wipro on the approach for User Acceptance and Functional Testing of IFRIS modules.



The e-champion team also visited the SRIT campus on 19.06.2008 wherein a brief profile of the company was presented by Mr. Joseph N.J., Director, SRIT along with the initiatives taken by them to make the IFRIS programme successful. The team also had interaction with Mr. Dev, the e-governance expert of SRIT about how the IFRIS programme can be made a success at ICFRE.



Sh. Anil Oberai, Addl. PCCF, Forest Department Madhya Pradesh was kind enough to be present at the



concluding / valedictory session on 20.06.2008. Shri Oberai, interacted with the e-champions about their understanding of envisaged IFRIS and also shared the success story of e-governance initiatives at MP Forest Department through demonstration of certain functionalities of the newly developed application. He appreciated the efforts of IFRIS team and emphasized on the linkages of IFRIS with the other IT initiatives already in place or are being envisaged in the Forestry Sector at state and at national level. The programme concluded with the award of certificates to the participants.

Agenda 5

Conceptualization of requirement for an Employee ID Card and allotment of Unique Employee ID across the Institute.

- *A power point presentation will be made by Dr. Harish Kumar*

The ICFRE Apex Committee may kindly consider the requirement and give suitable directions

Agenda 6

Approach of User Acceptance Testing – plans and timelines

- *A power point presentation will be made by PMC*

The ICFRE Apex Committee may kindly review the UAT Approach methodology and give suitable directions.

Agenda 7

Review of the GUI screens developed in the Application prototype.

- *A power point presentation will be made by PMC*

The ICFRE Apex Committee may kindly review and consider issuing necessary instructions, if any, for improvement/modification of the GUI.

Agenda 8

Codification of Publication and Research projects

The Apex Committee may consider the recommendation of the committee vide order No. 01/2007/Admin/ICFRE dated 22.05.2008 constitute for the purpose and give suitable direction.