



Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14.

PROCEEDINGS

IHRD – PMD – Implementation of e-court Project in High Courts and District Courts in Kerala by IHRD – Issuance of guidelines – Orders issued

No. DC2/2047/2013/IHRD

Dated, Thiruvananthapuram, 21st November, 2015

- Read:*
- 1. Govt. Order No. GO (Rt) NO 250/2015/Home dtd. 31.01.2015*
 - 2. Work Order No. ECC1-84055/2014 dtd. 16.02.2015 from the Registrar, Honorable High Court of Kerala*
 - 3. Agreement between IHRD and High Court of Kerala*
 - 4. This office order no. EB2/2509/2015/IHRD dtd. 26.02.2015*
 - 5. Letter No. ECC1-84055/2014 dtd. 19.09.2015 from the Registrar, Honorable High Court of Kerala*
 - 6. Letter No. RE1/135/2015/RCTVM dtd. 22.09.2015 from Head, PMD along with minutes of the meeting held on 08.09.2015*

ORDER

The Government vide order cited as read (1) have accorded sanction for the deployment of technical manpower in the High Court and District Courts in Kerala (e-Court Project) through IHRD. As per the order IHRD has to provide Senior System Officer, System Officers and System Assistants in 14 District Courts and the High Court for a period of one year as detailed below.

Organization	Sr. System Officer	System Officer	System Assistant
High Court	1 No	1 No	2 Nos
District Courts (Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Thodupuzha, Ernakulam, Thrissur, Palakkad, Manjeri, Kozhikode, Kalpetta, Thalassery, Kasaragod)	-	1 No (each)	2 Nos (each)

Being a Total Solution provider, IHRD was selected for the project by the High Court for a period of one year. The High Court accepted the rate quoted by IHRD ₹ 1,29,50,000/- (Rupees One crore Twenty Nine lakh and Fifty thousand only) for the project which was subsequently sanctioned by the Government. Under the e-Court

Project for the computerization of all subordinate courts in the country which is being implemented in the courts in Kerala also, technical support manpower has to be provided for a fixed period to assist the High Court and the courts in the respective districts in various tasks involved in the project such as smooth operation and maintenance of the ICT System in the courts, assisting the judges and court staff in systems and hand holding operations and other similar support assistance.

The Production and Maintenance Division (PMD) of IHRD is entrusted with the implementation and management of the project. The PMD which is an independent unit currently undertakes Annual Maintenance Contract Services to many Government/Semi Government institutions like, Kerala Legislative Assembly, Planning Board, Accountant General Office, Kerala Lok Ayuktha, District Courts, Kerala PSC, etc. Through its AMC Service, the PMD currently have footprints all over Kerala.

As per this office order cited as ref (4), two regular employees of IHRD, are deputed for the project as Senior System Officer and System Officer. Recruitments for the remaining vacancies were done by the PMD in two phases. The Honorable High Court vide letter cited as ref (5) approved the selection list and has instructed IHRD to take over the work immediately.

The e-Court project, the first of its kind, for IHRD demands mobilization of manpower and financial resources in large scale by IHRD. For the smooth conduct of a project of this magnitude, guidelines are necessary, considering the administrative and financial procedures connected with it. In this connection the following orders are issued.

- I. (a) The PMD of IHRD will execute the project on behalf of IHRD. The Head PMD shall recruit, deploy and manage the necessary technical manpower needed for the project.
- (b) Since the agreement is between the Director, IHRD and the Registrar, Honorable High Court, all communications regarding the e-Court Project should be between the Director, IHRD and Registrar, High Court of Kerala.
- (c) The Head, PMD is authorized to procure necessary items for the conduct of the project in accordance with the prevailing Purchase rules in IHRD.

- (d) The Head, PMD is the authorized custodian of all documents/records pertaining to the project. Separate files/registers should be maintained for the project and should be produced to the Audit as and when demanded by the IHRD Headquarters.
 - (e) Salary and allowances for personnel deployed by IHRD should be limited to total salary as mentioned in the Schedule C of the agreement. The Head, PMD should ensure that salaries are given to the technical staff in time and EPF, ESI remittances are done as per the prevailing rules.
 - (f) The Head, PMD should prepare and submit the quarterly bill along with necessary documents (as detailed in Clause 10 of the agreement) to the IHRD Director, which would be then forwarded to the High Court for the release of payment.
- II.**
- (a) The Senior System Officer of the project would be the person responsible for the project and hence is designated as the 'Project Head' of e-court Project.
 - (b) The Project Head will report to the Assistant Registrar-in-Charge of Computer Cell in High Court.
 - (c) The Project Head will have full responsibility of good behavior and lawful conduct of the provided manpower. If any untoward incident is noticed, the Project Head should immediately inform the Head, PMD the matter and appropriate action should be taken immediately.
 - (d) The Senior System Officer (Project Head) would consolidate and prepare attendance/performance certificates of employees of this project and forward the same to the Head PMD for the release of salary.
 - (e) Since penalty clauses are included in the agreement, the Project Head should ensure that all employees attend their work regularly.
 - (f) All communications from/to employees would be through the Project Head.
 - (g) The Project Head would be the custodian of all equipments/tools/gadgets/SIM cards, etc related to the e-Court Project and owned by IHRD or PMD. The Project Head should keep necessary stock registers as per the prevailing rules in IHRD and should make sure that the materials are handed over/taken over with proper acknowledgement when employees are transferred or terminated from service.

- (h) The System Officer assigned in High Court shall assist the Project Head in all the activities and would take over the charge of the Project Head during his absence.
 - (i) In District Courts, the System Officer would be responsible for the stock/upkeep of the tools. The Project Head should keep an update regarding the same.
 - (j) The Project Head should submit a detailed monthly report to the Head, PMD covering all aspects of the project which comes under his purview. The Head, PMD should consolidate the same to prepare and submit a quarterly report along with the quarterly bill for payment.
 - (k) The Project Head should also submit a monthly report regarding the activities of nodal centres connected with the activities related to maintenance activities of PMD to the Head, PMD. The PMD Head should prepare and submit the quarterly report to the Director based upon the reports of the Project Head.
- III)**
- (a) The Head, PMD should make sure that the non regular technical staff receives benefits as per the conditions laid out in the agreement. As per the agreement, the non regular staff has to be provided with the benefits of ESI and EPF Schemes. Hence the Head, PMD should take steps to register the employees for ESI & EPF Schemes and make sure that accounting and documentation are done properly and the remittances are made in the stipulated time frame.
 - (b) As per the agreement, the High Court Administration is not liable for any loss of life/injuries occurring out of in the course of employment and has indemnified the High Courts, District Courts/Subordinate Courts loss of life and third party claims. Hence all non regular technical staff should be Insured through the Pradhan Mantri Jeevan Beema Yojana (PMJJBY), being a total cost effective issuance Scheme within two weeks from the issuance of this order.
 - (c) Salary and other monetary benefits, if any, of the non regular technical staff should be disbursed through the bank accounts and salary slip should be issued to them through their e-mail address.

- (d) The deployed technical personnel is eligible to avail 1.25 days of casual leave for each completed 20 duty days and can avail only leave on their credit.
- (e) Under any circumstances if the incumbent (Non regular technical staff) posted wishes to resign from the service, one month's prior notice should be submitted in writing to the Head, PMD or else deductions will be made as per the prevailing rules in IHRD.

IV) As per the Clause 7(i) of the agreement, IHRD has to assign one of its institutions in each district as a Nodal Centre for the project. Hence 14 Institutions have been identified for this purpose. The list of nodal centres selected for the project is detailed below.

<i>Sl. No.</i>	<i>District</i>	<i>IHRD Institutions</i>
1	Thiruvananthapuram	PMD, Division, RC, TVM
2	Kollam	EC, Kundara, Kadappakada
3	Pathanamthitta	CE, Kalllooppara
4	Alappuzha	CAS, Karthikappally
5	Kottayam	Polytechnic, Mattakkara
6	Idukki	Study Centre, Rajakkad
7	Ernakulam	RC, Ernakulam
8	Thrissur	Polytechnic, Mala
9	Palakkad	Polytechnic, Kuzhalmannam
10	Malappuram	CAS, Malappuram
11	Kozhikkode	THSS, Thiruthiyad
12	Wayanad	CAS, Mananthavadi
13	Kannur	CAS, Pattuvam
14	Kasaragod	CAS, Manjeswaram

- (a) The institution assigned as Nodal Centre for the project has to provide necessary assistance to the project as and when needed. The nodal centre should co-ordinate with PMD for the effective completion of the project.

- (b) The Head of institution shall also be the Head of Nodal Centre.
- (c) The Head of Nodal Centre should assign the charge to two employees of that institution of which, one employee is designated as the Co-ordinator of the nodal centre and inform the same to the Head, PMD within one week of the issuance of this order. These employees shall be available for technical support/consultancy as an additional support for the project as and when needed.
- (d) Since the project covers District Courts and Subordinate Courts, the Nodal Centre will act as the Co-ordination Centre for the activities of respective districts. The Nodal Centre will act upon the request of PMD or Director, IHRD.
- (e) The Head, PMD should provide the details of technical employees (System Officer and System Assistants) deputed in that district to the Head of the Nodal Centre for communication purpose.
- (f) The technical staff deployed for the project in a district would report to the Co-ordinator of the nodal centre as and when the situation demands.
- (g) The Nodal Centres henceforth will be utilized for all the district level activities of PMD. This would help to enhance the institutional revenue in future. Separate orders regarding sharing of revenue will be issued accordingly.
- (h) An amount of ₹ 1,00,000/- is allotted to the nodal centre for the setting up of infrastructure needed for the project. The payment in this regard will be made to the nodal centre on receipt of fund from the Honorable High Court. Guidelines for the utilization of the allotted amount will be issued as separate order.
- i) The AMC activities of PMD are spreading all over Kerala. In order to strengthen the activities of PMD a network of Institutions are needed for the management of activities of AMC service. Currently the Co-ordinator, PMD, Regional Centre, Trivandrum with the assistance of Customer Support Engineer is managing the maintenance activity (AMC Service) of the PMD. The nodal centres should co-ordinate with the above mentioned officers for the activities related to PMD as per the direction of Head, PMD. The service of the officers can also be utilized for the project as per the necessity.

V) (a) Salary Component for employees as per the agreement is detailed below.

Salary Component

Category	Basic Salary	Allowances per month (if any)	Total Salary
Sr. System Officer	30,000	----	30,000
System Officer	13,000	2000	15,000
System Assistant	11,000	2000	13,000

- (b) The Head, PMD should effect the payment of salary to the non regular employees for the number of days worked in a month as reported by the court administration within 10 days of the receipt of such information.
- (c) Salary of the regular employees should be released from the Institutional fund of those institutions from which the employees are deputed for the project. The Head, PMD should transfer the amount allotted in the salary component as detailed in the table above for the period of service in the project.
- (d) Split up of salary for System Officer and System Assistants is detailed in the Annexure of this order.

VI) (a) The High Court will release the payment to IHRD on completion of each quarter of the year (in equal installments of salary and Other expenses) as per the Clause 10 of the agreement.

(b) The Head, PMD should prepare the bill along with necessary documents as per the guidelines detailed in Clause 10 and submit it to the Director for onward transmission to the High Court.

(c) Payment from the High Court will be released on quarterly basis. Hence the PMD will be allotted an amount to meet the expenses for the three months from IHRD Head Office. Anticipated quarterly expenses are detailed below.

Salary			
<i>Category</i>	<i>Total Salary Per Month</i>	<i>No. of Persons</i>	<i>Total Salary for a Quarter</i>
Senior System Officer	30,000	1	90,000/-
System Officer	15,000	15	6,75,000/-
System Assistant	13,000	30	11,70,000/-
(A) TOTAL			19,35,000/-
Other expenses			
<i>Sl. No.</i>	<i>Particulars</i>	<i>Per Year</i>	<i>Per Quarter</i>
1	Other Allowances, etc.	2,00,000	50,000/-
2	Expenses for recruitment and training	2,00,000	50,000/-
(B) TOTAL			1,00,000/-
Anticipated total expenses, per quarter (A+B)			20,35,000/-

Based upon the request of the Head PMD, the anticipated total expenses, ₹ 20,35,000/- (quarterly), would be transferred to the bank account of PMD from IHRD Headquarters. The PMD should submit expenditure statement for the previous quarter with necessary documents along with the request for fund for the next quarter. Final adjustment of fund shall be made at the end of the fourth quarter of the project.

- (d) The PMD at the end of each quarter should provide the expenditure statement with supporting documents to the Director, IHRD for approval. Allotment from IHRD Headquarters to the PMD will be released only after receiving the expenditure statement.
- (e) Amount allotted for each Nodal Centre is fixed as ₹ 1,00,000/- for one contract period. An amount of ₹ 25,000/- will be transferred to the account of Nodal Centre in each quarter from IHRD Headquarters after receiving the quarterly payment from the High Court.

- VII)** (a) The Finance Section of IHRD Headquarters should conduct audit of the project as and when it deems fit.
- (b) The Project Head and System Officers (15 Nos.) shall be provided with official email addresses by the IT Division of Headquarters in consultation with the Head, PMD.

- (c) The Office of the Head, PMD has to handle the establishment matters of employees and administrative matters of the whole project. As per the minutes of the meeting cited as read (6) an Office Superintendent and Data Entry Operator is needed for the smooth conduct of the project. Hence sanction is accorded to engage the above, for the purpose of e-court project and their wages shall be paid from the project fund as per existing rates.
- (d) Sanction is accorded to the Head PMD to issue notification and recruit the technical staff as and when vacancies are arised. However sanction should be obtained from the Director for appointment after the selection process is over.

Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

To

- 1) The Additional Director (Principal, MEC),
The Additional Director (Principal, CE Cherthala)
- 2) The Head PMD
- 3) The Head of Institution (RC Tvpm/ RC Ernakulam/ CE Kallooppara/ CAS Karthikappally/ CAS Malappuram/ CAS Mananthavadi/ CAS Pattuvam/ CAS Manjeswaram/ MPT Mattakkara/ MPT Mala/ MRPTC Kuzhalmannam/ THSS Thiruthiyad/ SC Rajakkad/ SC Kundara)
- 4) Co-ordinator PMD (Special Officer, TMC)
- 5) F.O 6) A.O 7) All Sections in IHRD Headquarters
- 8) IT Division, IHRD Headquarters
- 9) CA I & CA II 10) S.F/O.C

ANNEXURE

No. DC2/2047/2013/HRD

Dated: 21.11.2015

SALARY COMPONENT

A) SYSTEM OFFICER: A maximum of ₹ 15,000/- including Allowances of ₹ 2,000/- & Employee and Employer Contribution of EPF is fixed as consolidated pay for System Officers.

	Employer Contribution	Employee Contribution	TOTAL
EPF	802	802	1,604
ESI	579	213	792
TOTAL	1,381	1,015	2,396

Net salary payable: ₹ 11,985/-

B) SYSTEM ASSISTANTS :A maximum of ₹ 13,000/- including Allowances of ₹ 2,000/- & Employee and Employer Contribution of EPF and ESI is fixed as consolidated pay for System Assistants.

	Employer Contribution	Employee Contribution	TOTAL
EPF	728	728	1,456
ESI	475	180	655
TOTAL	1,203	908	2,111

Net salary payable: ₹ 10,092/-

C) Present Rates for Calculating EPF & ESI

Scheme	Employer Contribution	Employee Contribution
EPF	12%	12%
ESI	4.75%	1.75%

NOTE: Basic pay for the Post of System Officer as per G.O(ms)No.III/2011/LBR dated 09.08.2011 is ₹.6,680/-. Basic pay for the Post of System Assistant as per G.O(ms)No.III/2011/LBR dated 09.08.2011 is ₹. 6,070/-. Basic pay is taken only for calculating minimum EPF contribution and subscription. Net payable amount is taken for calculating ESI Contribution and Subscription.

**Sd/-
DIRECTOR(i/c)**