

F.N. J-17001/105/2022-DOF
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries

1st Floor, Chanderlok Building,
36 Janpath, New Delhi,
Dated the 21st December, 2022

OFFICE MEMORANDUM

Subject: Constitution of IT & e-Governance Cell for Department of Fisheries with holding of the work related to the IT systems for Department of Fisheries including PMMS and FIDF scheme-Regarding ”.

An IT& e-Governance Cell has been constituted in the Department of Fisheries which is headed by the Joint Secretary (Inland Fisheries & Admin.), Department of Fisheries, Government of India .The Composition and Terms of Reference of the said cell are detailed in the subsequent paragraphs.

2. The Composition of the IT& e-Governance Cell shall be as under:

1	Joint Secretary(Inland Fisheries), DoF	Head
2	Director (Fisheries Statistics), DoF	Member
3	Assistant Director (Fisheries Statistics), DoF	Member

For the time being, the other five members will be outsourced through hiring process.

3. The Terms of Reference for the IT& e-Governance Cell is as below:

- a) Conceptualize IT projects for creation of effective IT systems for Department of Fisheries.
- b) Providing assistance for Procurement related –
- c)
 - i. Study & documentation of Current state (As-Is)
 - ii. Gap analysis and Best practices study
 - iii. Future state (To-be) definition
 - iv. Defining Solution architecture for to-be system
 - v. Prepare DPR, RFP etc
 - vi. Managing bid process, vendor on-boarding etc.
- d) Providing assistance for Implementation related –
 - i. Establish a framework for reliable and accurate monitoring of the IT Service Providers performance and service delivery
 - ii. Monitoring of deliverables, timelines, and other tasks as agreed upon in contract
 - iii. Review project documents such as SRS, FRS, Solution Design, etc submitted by the Service providers.
 - iv. Development of Mobile apps, futuristic analytical dashboards.
 - v. Track the progress on the proposed and under-implementation change requests



- vi. Support UAT based on the test scripts provided by the Service providers.
 - vii. Monitor the implementation of enhancements & adherence to the applicable e-Governance Standards
 - viii. Provide inputs for the SLA measurement methodology and tool
 - ix. Facilitate and monitor all upgrades/ replacement to solution components, including infrastructure
 - x. Escalate the issues and monitor resolution thereof as may be appropriate
 - xi. Provide periodic reports
 - xii. Bring synergies across the service provider(s) as well as the various DoF institutions- Act as an intermediary between the DoF and service providers, Facilitate the exchange of data and information as and when required
 - xiii. Support in the preparation of High-Level Design- The IT & e-Governance Cell shall work with the Service providers (s) to prepare and finalize the High-level design, application architecture etc
4. The IT & e- Governance cell will have IT & e- Governance work, Data Cell and Data & Strategy Unit (DSU).
5. The attempt is to be made for making the IT & e-Governance cell towards a permanent cell in the Department of Fisheries.
6. This issues with the approval of Secretary (Fisheries).



(Yoginder Kumar)

Under Secretary to the Government of India

To,

1. All members of the Committee

Copy for the kind information to:

1. Secretary (Fisheries), Department of Fisheries
2. Additional Secretary & FA, Department of Fisheries
3. Joint Secretary (Marine Fisheries), Department of Fisheries
4. Joint Secretary (Inland Fisheries), Department of Fisheries
5. Fisheries Development Commissioner (FDC)
6. Joint Commissioner (Fy.)
7. Director (Fisheries Statistics)
8. Director (Coordination)
9. Director (IFD)
10. All Deputy Secretaries, Department of Fisheries.
11. All Deputy Commissioner (Fy.), Department of Fisheries
12. All Under Secretaries, Department of Fisheries
13. All Assistant Commissioners, Department of Fisheries
14. All Deputy Directors, Department of Fisheries
15. All Assistant Directors and FRIOs, Department of Fisheries
