

Gazettes on Web

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ABSTRACT

'Gazettes on Web' is part of IMPRESS (Integrated Management of Press with e-Services) software developed by NIC, Puducherry for Directorate of Stationery and Printing, Govt. of Puducherry. The Department of Stationery and Printing is the nodal facilitator to meet the printing needs of the departments under the auspices of the Puducherry Administration including the Government companies, Corporations and local bodies. This department procures and supplies various types of stationery articles, both paper and non-paper items along with appropriate header info etc. There are as many as 119 direct indenting offices including 43 commercial departments that are supplied materials from the Directorate. The department has to maintain records on the nature of the job, raw materials used, manpower utilized and cost involved.

The Director, Directorate of Stationery and Printing are the Printer and Publisher of Official Gazettes of Puducherry. Presently the Gazette is published in Tamil and English.

Four types of Gazettes are printed in the Government Central Press, Puducherry by the Authority of Government of Puducherry.

Ordinary Gazette

The Ordinary Gazette is published every Tuesday regularly. The issues relating to: Acquisition of lands, Government notifications, Tender Notices, Auction Notices, Dangerous Establishments, Announcements and Corrigenda are published as per the requirements of various departments.

Supplementary Gazette

It is published as supplement to the ordinary gazette. Issues relating to recruitment rules, statistical reports, any other notifications as required by the Government of Puducherry are published in this gazette.

Extraordinary Gazette Part-I

Issues relating to republication of Government of India notifications and any other important notifications of Government of Puducherry are published in this gazette.

Extraordinary Gazette Part-II

Issues mainly relating to acts and rules of Government of Puducherry are published in this gazette.

A website is developed for Directorate of Stationery and Printing, Govt. of Puducherry where the activities and roles of the department are made available. The Gazettes are published on-line in the website with the help of VPN connectivity. The Gazettes are available in such a way that the documents are available by navigating through types, months and issue.

1. Introduction

Project conceptualization

The Gazette contains the important decisions of the Government, other notifications of the Government (here Government includes all the Departments of the Government) and all other important activities of the Government. A gazette is an authenticated source of information and also it gives legal support on an issue. Particularly, after the introduction of Right to Information, the Gazette documents help the citizens in knowing the important notifications, orders, rules, acts and details about land acquisitions etc., [Ref: e.g., See The Gazetteer. of...]

Project vision, stakeholders, objectives and services

To make this entire published Gazette transparent to public and also re-engineering the complete work flow in the composition of Gazettes; NIC had recommended and provided necessary suggestions in the publication of Gazettes on Web. In this direction, NIC, Puducherry had worked and implemented online publication with the current state-of-art tools and VPN connectivity.

G-G

Government-to-Government: It serves as a one-stop-source for all Government Publications. Therefore, all the related Gazettes could be given a link from the necessary department websites. The recruitment rules, notifications, G.O.s are now made available on the website of the Directorate.

G-B

Government-to-Business: All the important Acts, Rules, Announcements, Land Acquisitions, Law and Order and other relevant Government Notifications are now made available for the benefit of the business organizations.

G-C

GovernmenttoCitizen: The Gazette documents are easily available to public without hassles by simply downloading the pages from Web. A search option is also provided to quickly identify the desired document.

The targeted beneficiaries include all Citizens, NGO, Departments, Employees and others.

2. Public Private Partnership (PPP)

The entire preparation of Gazettes and publication over web is totally prepared in-house. The section officials are trained for the preparation of Gazette documents in .PDF format and catalogue with the database. The development of the s/w is done with NIC resources and deployed at Directorate of Stationery and Printing. Client systems are installed at Gazette section and are networked with Intra Net server at Govt. Press. The Dept. had purchased the hardware systems with their funds.

3. Necessity/Needs

1. The official document in detail about Acts, Rules, Announcements, Notifications from Government are made open to public.
2. A repository of all publications is now made available
3. People from all walks of life can be made aware of all Government Publications.
4. The e-format is easy to maintain, preserve and retrieve as and when it is required.
5. The Directorate has only one sales counter that operates during working hours. All those who need published copies of the Gazettes had to come to this counter and make requests against specified rates. Now, the online gazettes have eliminated the difficulties on information of the published gazettes.
6. Request from the department to device a mechanism for publishing the Gazettes in Net.
7. Every citizen is bound to look for authenticated information at one place regarding Government official announcements. As Directorate of Stationery and Printing is the official publisher of the Government, the 'Gazettes on Web' would solve in part the public need to get the information through the Gazetteer.

4. Project Plan

Technology Architecture

- o The Gazette documents are composed in DTP unit which was earlier managed by Letter Press technique.
- o A separate section called Gazette section was opened and officials who had experienced with DTP s/w are taken up for this purpose.
- o These officials are trained on the objectives. Once they prepare the Gazette documents in Gazette DTP, they generate the .PDF formatted Gazette documents and catalogue the same with the database available at the Directorate. From the EDP, it gets uploaded in the website pages.

5. Milestones

- o The old gazettes which are in old paper format are in poor condition. In an effort to preserve gazettes that are published since merger of Pondicherry, they can be scanned, archived and made available to public. A detailed plan is under consideration.
- o All Gazettes that are published can also be prepared and released in CD. Already efforts are started by the Directorate.

6. Implementation

Strategy for pilot to roll out

- o Initially identified the requisite structure of the Gazette catalogue and publications.
- o A template showing the Gazette issue, month and subject are created. It had been linked with the Gazette documents. The links are provided year-wise.
- o Necessary s/w for DTP to PDF format is made available on the same system of DTP.
- o For Cataloguing, a net-based system which quickly tags the generated documents with the subject, date of issue, title is made available.
- o For the first month, on every issue, NIC trained the officials for generating and porting the same over the net.
- o After substantial collection of Gazette documents, the search facility had been deployed for the catalogue. Scope for improvement is noted.

7. Governance Structure

Table 1

Department	NIC
Minister	DG, NIC
Secretary(Sty and Printing)	DDG, NIC TNSC
Director, Directorate. Of Stationery and Printing	Technical Director and State Informatics Officer
Deputy Director (Production, Planning and Control)	Principal Systems Analyst Programmer
Section-in-charge DTP officials	

Project Management Team

1 dedicated Project Director
 1 dedicated Project Leader (PSA)
 1 outsourced Programmer/Asst.Programmer for training, hand holding and onsite support to fix bugs, etc.

Exit Management Team

1. EDP-in-charge is available and trained with the overall objectives, functionalities of the s/w.

NIC had prepared necessary Technical User Manual, Software Design Document for the entire project.

Periodical review was carried out by the Director, Directorate on the project enhancements and amendments.

Change Management

An IT-Plan broadly envisaging the major objectives had been arrived for the change management with the Top Management of the Directorate, whole heartedly participating in the same. A detailed SRS is prepared by NIC and approved by the Department. The Director reviewed the existing procedures and accordingly suggested the new procedures based on the review meeting with the concerned section and NIC. The following officials were involved with the change management.

Gazette section holder – 1
 Gazette section compositor – 1
 EDP official – 1
 Trainee – 1

8. Evaluation and Measurement

On completion of every module, feedback is collected from the respective sections on the usage. Consistent reviews at the level of Director, Stationery and Printing and Director, NIC is being done at every stage.

9. Issues and their Solutions

Critical success factors

- a. Easy user-friendly method for creating a Gazette in .PDF format from DTP software.
- b. Work flow re-engineering by forming a separate Gazette section in Press, and entrusting them to own the responsibility not only to compose the gazette but also to create the Gazette in .PDF format and update on Internet.
- c. Reliable update mode using FTP over VPN for uploading the gazettes.
- d. Consistent training and encouragement for Gazette section
- e. Stores indenting and processing for publication works is online
- f. Support from higher officials

Replication in other states

Replication is possible with the technology adopted by NIC, Puducherry.

Road ahead

- o The IMPRESS project once get completed will help the department to conserve the stationery requirements by quickly monitoring the delivered items to the state Government departments.
- o By installing the s/w in the branch units, the complete system will help to improve the work performance effectively.
- o The comprehensive MIS will also help to quickly ascertain the progress of on-going works, identification of the stage where the delays can be avoided, price computation for the actual work etc.

10. Status and Results

Present status

The system is functional and all the gazette publications are published over net since 2005.

11. Specific Achievements during the Year 2006-07

VPN facility had been provided and the site had been shifted to the current state-of-art data centre at NIC, Delhi. With this facility, the entire Gazette contents are backed up with all the disaster recovery, audit analysis, FTP-over-VPN facility. The department is already trained on FTP-over-VPN and totally operated through NET by them.

12. Future Plans for Readers Seeking more Information on Project

Similar to Gazettes, other important announcements of the Government like circulars, weather statistics, socio-economic publications, budget, plan documents can also be archived online on the similar model for Puducherry UT. Discussions are continuing with every department of the Government.