

**MINUTES OF THE MEETING FOR CCTNS PROJECT HELD UNDER THE CHAIRMANSHIP OF SP (SCRB) ON 17<sup>th</sup> MAR, 2015 IN HIS CHAMBER, POLICE HEADQUARTERS, MEGHALAYA**

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Present:

1. Shri D.N. Jyrwa, SP (SCRB), Meghalaya, Shillong – in Chair
2. Shri Samir Pradhan, PM, SI, CCTNS Project
3. Shri Arif Anwar, SI, CCTNS Project
4. Shri Akhilesh Kumar, SI, CCTNS Project
5. Shri Santanu Saikia, PM, SPMU, CCTNS Project
6. Shri Saurav Raj, SPMU, CCTNS Project
7. Shri Manoj Kumar, SPMU, CCTNS Project

**Agenda**

1. To discuss on data digitization.
2. To discuss over launching of Citizen Portal in the State.

At the outset, SP (SCRB) welcomed all the members present at the meeting.

**Points discussed:**

1. Chairman brought to the notice of SI, his letter no. S-341/DD&DM/CCTNS/2012-15/Vol-I/26 dated 3<sup>rd</sup> Mar 15 regarding taking of immediate actions on digitizing and validation of records from original records instead of doing the same from scanned documents.

2. SI wanted to know if original documents can be brought to Shillong for doing digitization. Chairman informed that since documents like FIR and Non-FIR records are highly sensitive, therefore it is not advisable to bring or shift such documents from the concerned police stations to Shillong.

SI informed that sizes of the documents are bulky and due to frequent failure of electric power in the remotest police stations, lot of inconveniences are faced and work progress gets slowed down badly. On this, SP (SCRB) suggested that records may be digitized at the concerned district headquarters instead of bringing the same to Shillong.

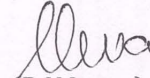
SPMU further suggested that works of validation of records (as done from scanned documents) may be carried out by original documents at the DHQ urgently by a team comprising of the following members:

- a) Representative from SI data digitization team.
- b) Domain Expert as deployed by SI.
- c) Representative from the police station or DHQ of which data is digitized.
- d) Intermittent checking by the representative of SPMU and CCTNS Cell.

Also the scanned documents to be verified from the original documents at the site and to be certified by the team of its authenticity and correctness.

3. In connection with engaging the domain expert by SI, Chairman again referred to the DO letter sent by DG, NCRB vide letter no. CCTNS(103)/OPMU/02/NCRB/Pt.II/2015 part – I. He insisted that as per the shared advisory, SI should immediately engage one domain expert who may be very vital in maintaining the quality and accuracy in digitization.

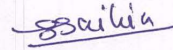
4. Chairman handed over a format on 'progress of data digitization' received from NCRB to SI and instructed to fill it up month wise and same be submitted to State Police.
5. In connection with Citizens Portal (CP) wanted to know the following:
- Whether CP can be launched as on date.
  - Whether citizen of police personnel can access the portal and get the print out.
- SI informed that Citizen Portal is ready; however some of the issues have been logged at CAS helpdesk and waiting for the reply.
6. SP (SCRB) further wanted to know the kind of services which a citizen may avail from the portal. SPMU informed that necessary formats on various services should be customized for the convenient use by citizens.
7. SP (SCRB) further instructed that a power point presentation on current status of CP may be arranged to be done at SCRБ Computer Lab on 18<sup>th</sup> Mar, 15 at 5 PM.

  
(D.N. Jyrwa)

Superintendent of Police, SCRБ  
Meghalaya, Shillong



(Samir Pradhan)  
System Integrator for CCTNS Project  
Meghalaya  
(CMC Ltd)

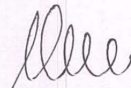


(Shantanu Saikia)  
SPMU for CCTNS Project  
Meghalaya  
(TCIL)

Memo No.S-290/Monthly CCTNS/Review Meeting/2010-15/326-327 Dated Shillong the 19<sup>th</sup> Mar, 2015.

**Copy to :-**

- Shri. S.K Jain, IPS, Addl. Director General of Police, CID, Meghalaya cum Nodal officer CCTNS Project Meghalaya, Shillong for favour of kind information.
- Shri. H. Marbaniang, IPS, Inspector General of Police, (CID), Meghalaya, Shillong for kind information.
- The Superintendent of Police, (EKH/ WKH/ SWKH/ WJH/ EJH /Ri-Bhoi/NGH/ EGH/WGH/SWGH/SGH) Meghalaya, for kind information and necessary action.
- Shri Samir Pradhan, Project Manager System Integrator for CCTNS Project, Meghalaya, Shillong for information and necessary action.
- Shri Shantanu Saikia, Project Manager SPMU for CCTNS Project, Meghalaya, Shillong for information and necessary action.



Superintendent of Police, SCRБ  
Meghalaya, Shillong