GOVERNMENT OF KERALA

Abstract

Information Technology Department- Implementation of Digital Work Flow Software -DDFS - in Secretariat – Responsibilities and Privileges of Super Administrator - Defined - Orders issued

INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

G.O (Ms) No· 33/2010/ITD   Dated,Thiruvananthapuram, 28-4-2010

Read . G.O (Rt) No 22/2009/ITD dated 31.1.2009

ORDER

Government have decided to implement digital work flow software in seven Departments of the Secretariat. For this purpose an open source Web based application software known as Digital Document and Filing System (DDFS) has been developed. This software will be able handle to all the activities envisaged in the Kerala Government Secretariat Manual and Kerala Government Secretariat Instructions. There are three types of users for this software viz Super Administrator called Super Admin, Department Administrator called Department Admin and Normal Users called Users.

2) Super Admin is a DDFS administrator, will be the Officer in charge of IT Cell of Secretariat. This officer should be conversant with computer fundamentals and should have knowledge in Linux and Database administration. Experience with development or maintenance of J2EE web applications is desirable. All the activities performed by the Super Admin will be based on the appropriate orders of Government.

The Responsibilities and Privileges of Super Administrator of DDFS will be as follows

1. Department Administration

    (a) Creation of new Departments.

    (b) Modify Department entries.

    (c) Removal of Departments.

2. Designation Administration

    (a) Creation of new designation.

    (b) Modify designation entries

    (c) Removal of designations

3. Alert Administration

    (a) Modification the alert that is shown on the DDFS home page.

4. Setting the Site preference.

  (a) Providing the values for scanner configuration in DDFS – the IP addresses of all machines to which the scanners are connected

  (b) Configuring the mail settings.

5 Create other Super Administrators.

6 Change a user from one Department to any other Department.

7 If a Department is split into two or more, the Super Admin has to perform the following activities:

  (a) Deactivate all the users that needs to be moved out of the Department.

  (b) Add the moved users to the new Department. that is already created

8 When a Ministry is changed, the Super Admin has to perform the following:

  (a) Deactivation of the existing Ministers office .

  (b) If there are any Government files, which are not yet sent back to the Department, pull

    those files to the seat of the respective Department Heads.

9 Super Admin will be responsible for periodic backup (and restore, if necessary)

10. Facility Management Service , arranged by the IT Cell, will be responsible for the following activities·

  (a) Maintaining and managing the DR site

  (b) Should ensure that the application, DDFS, is up and running

  (c) Should ensure the network security

  (d) Maintain and manage the access to the server machine, Application Server and the

  Database Server

11) Super Admin is allowed to view the admin reports from all the Departments. In addition to above mentioned reponsibilities and privilages. the Super Admin can perform all the activities done by a Department Admin.

<div align="right">(By Order of the Governor),</div>

<div align="right">Dr.P.Prabakaran
Chief Secretary</div>

To

  Principal Secretary ,·Information Technology Department.
  Additional Chief Secretary, Finance Department.
  Secretary, Personal and Administrative Reforms Department.
  Secretary. General Administration Department
  Secretary, Law Department
  Additional Secretary to Chief Secretary

<div align="right">Forwarded/By Order</div>

<div align="right">Section Officer</div>