

## **Development of Management Information System (MIS)**

The Computer Centre has been established as a Central Facility for the Ministry and is equipped with Windows-NT Servers, Pentium based Client Systems, one no. of Scanner for document imaging operations, Switches and Hubs as a backbone for Ministry-wide Local Area Network(LAN), Internet as well as Intranet based operations in the Ministry. Apart from NIC Central facility, about 80 Pentium based Client Systems capable of handling present day Windows based Software and Office Automation Suits are operational with Officials and Desks/Sections in the Ministry.

A Local Area Network (LAN) of about 80 nodes is operational in the Ministry and is being extensively used for sharing of files/documents, collecting information/material on annual reports, parliament questions, monthly DOs on the performance of PSUs from Sections/Desks as well as for sending replies to parliament questions and their onward transmission through E-mail to Rajya Sabha and Lok Sabha. Facilities for sending Electronic Mail (E-mail) and Browsing on Internet have been provided to all officials/Desks/Sections in the Ministry.

The Ministry-wide Intranet has been established to share and disseminate information among users of the Ministry as well as to facilitate indenting for stationary items and on-line lodging of Genl. Admn. related complaints by Sections/Desks in the Ministry. This package supplements the efforts of the Genl Admin Section in disposing their day to day work. The facility for downloading of establishment related forms from the Intranet has also been made available for all the officers/staff in the Ministry. The above mentioned computer based services are available with simplified browser-based Interfaces from the Desk of Users in the Ministry. Efforts have also been made to introduce Enterprise Human Resource Management System (Officesoft) for automating the complete workflow of establishment related functions such as granting of leave, House Building Advances, Loans (Car/Scooter/Computer) etc, as well as on-line monitoring of Public Grievances (PGRMAS) systems in the Ministry.

Computerised Systems are operational in the area of Generation of Monthly Summary and Monthly DO for Cabinet Secretariat, Industrial Entrepreneurs' Memoranda' (IEMs) Monitoring pertaining to Steel Sector, Pay-roll, GPF, administration and residual functions, computerised Diary for tracking of important references and providing periodic feedback on the progress of references. Efforts are also being made to introduce computer-based systems in Record Room for tracking of files and in Library for computerising the catalogue & reimbursement of monthly newspaper bills.

The Ministry's Website, in bilingual format on Internet is also available to provide information on administrative setup, major activities of the Ministry, the policy framework, Previous Years' Annual Reports, overview of the steel sector

etc.. Links to Ministry's PSUs and attached offices has also been provided to give a wide coverage of information on Steel Sector.

As a part of e-governance, almost all the points of 12-point agenda have been implemented. Various training programmes on LAN operations, E-mail and browsing operations on Internet and Window-based Office Automation Suits. These training programmes are organised in-house or by engaging external agency on IT for the staff/officials of the Ministry from time to time.