

KM-ATOM

Administration of Today and Tomorrow

Any Time Any Where office

A step towards Paperless & Transparent office

Knowledge Sharing Summit

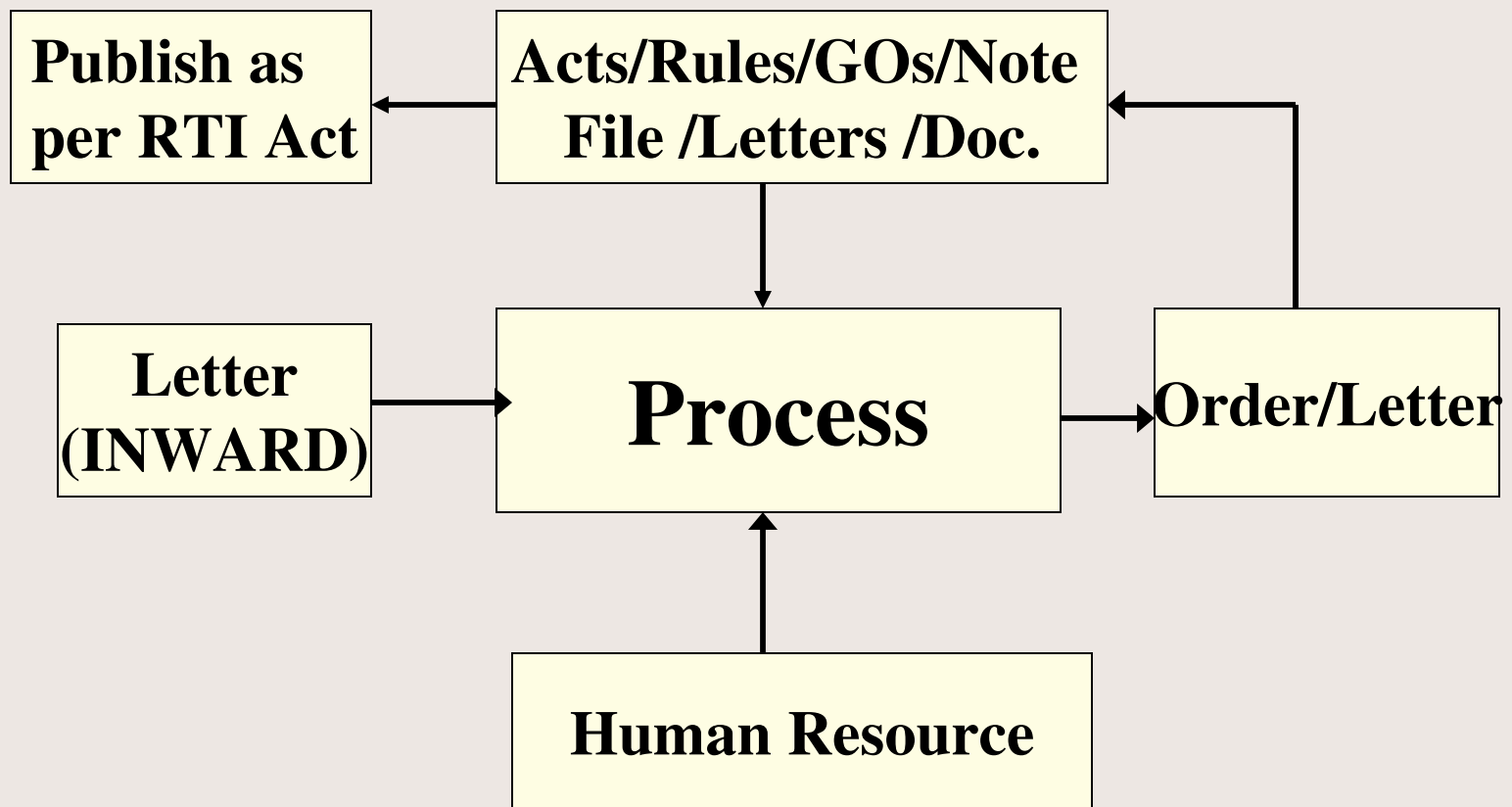
June 5-6 June 2009, Hyderabad

Suresh Chanda, IAS

**Secretary to Government
IT&C Department, Hyderabad**

KM – ATOM

Typical Office Process Flow



05/06/2009

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KM ATOM Modules

- Office File Work flow
- Knowledge Bank
- C2G Interface
- Reports

KM-ATOM .. Steps

- Inward letter – Entry of Basic Information
- Prepare electronic note file
- Prepare electronic draft
- Circulate File in any direction (Horizontal, Downward, Upward or to External Departments)
- Select the option to publish content on internet
- Close the file once action is complete

Electronic -Work Flow

- Processing of file Electronically
- Movement of file electronically
- Movement of draft electronically
- No more physical movement of file
- Self assessment status on login- Dash board to show Pendency on your screen
- Reports – The way you will like to know or review
- Creates Knowledge Bank – for public or private access



Answers to FAQs *of day-to-day Administration*

- Where is the paper?
- What action taken on Paper
- Where is the file?
- What is happening in the file?
- Like to see history of notings
- Transparency- Have a look at any file at any time from any where
- Prepare notes for review
- Office at your disposal - Any Time Any Where

Office with you even on Tour

- Freedom from Space and Time BARRIERS:
 - On move? – no problem
 - Work at any time from any where; Just Internet needed
 - Office in your Laptop
 - A true Mobile Office
- Efficient office:
 - Cut down delays, fast movement of file
 - Transparency in administration
- Information at your disposal
 - Knowledge Bank to refer previous documents

Citizen Interface to Office

Citizen Interface through Internet and Call Centre:

- Bench Mark in Transparency
- To know location of file
- To know action taken on papers
- To view Letters / Document
- To view notings in Files

Secretary IT and Commissioner, eSeva Office
Hyderabad

First Transparent Offices in India

A graphic of a spiral-bound notebook with a brown cover and silver spiral binding on the left side. The notebook is open to a blank page with a light beige background. A horizontal line is drawn across the page, and the word "Reports" is centered in a large, black, serif font. The notebook is set against a light blue background with a darker blue border at the bottom.


Reports

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File & Current Status

 **Files & Currents Status** ✕

Files & Currents Status

	Personal		Overall	
Files Pending				
0 - 30 Days	23	<input type="checkbox"/>	67	<input type="checkbox"/>
30 - 60 Days	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Above 60 Days	11	<input type="checkbox"/> View	11	<input type="checkbox"/> View
Currents Pending				
For Assignment	26	<input type="checkbox"/>	26	<input type="checkbox"/> View
For Submission	0	<input type="checkbox"/>	46	<input type="checkbox"/> View

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Notes for Review

andhra pradesh technology services limited

File Status Details

Date 19/07/2000
Page No 1

S No.	Section / File Number	Subject	Last Seen By Name / Submitted Date	Presently With Name / Received Date	Delay
1	Section - HWP 107/HWP/2000	ORACLE CORPORATION IMPLEMENTATION OF PURCHASE MODULE BY ORACLE IN APTS HWP DIVISION - REG.	C.V.DHARMA RAO 08/05/2000	P.GOURI SANKARAM 08/05/2000	72
2 *	1165/HWP/2000	SECRETARY, STATE BOARD OF TECHNICAL EDUCATION & TRAINING, HYDERABAD	C.V.DHARMA RAO 06/06/2000	P.GOURI SANKARAM 06/06/2000	43
3 *	1233/HWP/1999	PROCUREMENT OF 3COM PALM III/PHILIPS NINO FOR MINISTERS AND SECRETARIES	C.V.DHARMA RAO 23/03/2000	P.GOURI SANKARAM 23/03/2000	118
4 *	1328/HWP/1999	STATE PROJECT DIRECTOR, DPEP, HYDERABAD	C.V.DHARMA RAO 11/04/2000	P.GOURI SANKARAM 11/04/2000	99

05/06/2000

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Performance of Staff

Employee Performance Report

Date : 19/07/2000

S No	Designation	Employee	No of Files Opened	No of Files Closed	No of File Pending	No of File Attended	Average Performance
1	AHE	K.SRIDHAR	0	0	0	14	14.00
2	ASO	D.SUDHEER	0	0	0	4	4.00
3	DEO	RATHAN SWAMY	1	0	1	3	3.00
4	DEO	V.SRIDEVI	0	0	0	4	4.00
5	HA	A.K.RATHOD	0	0	0	0	0.00
6	STEN	N.ARUNA	0	0	0	5	5.00
7	MGR	P.COURI SANKARAM	0	0	0	8	8.00

Real Time Files Pending View

File movement

Files Pending With

Designation: MGR Name: P. GOURI SANKARAM Pending Files (LOT): 34 (186)

[Abstract](#) [Report](#) [Exit](#)

S NO.	File Number	Section	Subject	Received Date	Last Seen
1	APTS/TS2/PU.LIB/98	SWP1	SOFTWARE PROCUREMENT FOR PUBLIC LIBRARIES	17/04/2000	C.V.DHARI
2	APTS/SW/P1/1016/97-98	SWP1	SOFTWARE PROCURMENT FOR REGISTRATION AND :	19/07/2000	D.SUDHEE
3	APTS/SW/P1/1065/97-98	SWP1	SOFTWARE PROCURMENT FOR CM'S OFFICE	18/07/2000	G.UMA MA
4	APTS/334/SP1/98	SWP1	SOFTWARE PROCUREMENT FOR HORTICULTURE D	17/04/2000	P.S.MURT
5	APTS/5059/SP1/98	SWP1	SOFTWARE PROCURMENT FOR COMMUNITY PLOYT	06/05/2000	P.S.MURT
6	APTS/1046/SP1/98	SWP1	SOFTWARE PROCURMENT FOR PANCHAYAT RAJ & F	19/07/2000	D.SUDHEE
7	APTS/1835/SP1/99	SWP1	SOFTWARE PURCHASE TO HUDA HYDERABAD	19/07/2000	D.SUDHEE
8	APTS/HWP/CCE/99	HWP	PROCUREMENT OF COMPUTERS FOR COMMISSIONE	19/07/2000	A.M.OMKA
9	APTS/HWP/9014/98-99	HWP	PROCUREMENT OF COMPUTERS FOR THE COMMISE	18/07/2000	K.SRIDHAI
10	2023/HWP/1999	HWP	PROCUREMENT OF COMPAQ NOTEBOOK FOR SECR	08/05/2000	C.V.DHARI
11	APTS/HWP/MISC/99-2000	HWP	MISC CORRESPONDENCE FOR HARDWARE PURCHA	18/07/2000	K.SRIDHAI
12	CA1/35/99	CA1	AG AUDIT PROPRIOTORY 1996-99	29/06/2000	P.V.RAMAI
13	APTS/HWP/APBCL/99	HWP	PROCUREMENT OF COMPUTERS TO APBCL	18/07/2000	V.SRIDEVI
14	2373/APTS/HWP/DES/1999	HWP	PROCUREMENT OF COMPUTERS FOR DIRECTOR OF	08/05/2000	C.V.DHARI
15	APTS/2243/97-98	HWP	PROCUREMENT OF COMPUTER FOR FOREST DEPAT	24/04/2000	C.V.DHARI
16	APTS/NC/FP/99	NC1	FINANCE & PLANNING (WORKS & PROJECTS)	18/07/2000	N.ARUNA
17	APTS/HWP/6062/98-99	HWP	PROCUREMENT OF COMPUTERS TO SETTLEMENTS	08/05/2000	C.V.DHARI
18	APTS/HWP/APSWRIES/7449/99-2	HWP	PROCUREMENTS OF COMPUTERS AND PERIPHERAL	18/07/2000	K.SRIDHAI
19	APTS/HWP/7675/ITCD/1999-2000	HWP	REQUEST TO FURNISH PRICE LIST AND LEALFLETS	08/05/2000	C.V.DHARI
20	APTS/HWP/MNJIORCC/8778/2000	HWP	MNJ INSTITUTE OF ONCOLOGY AND REGIONAL CANI	18/04/2000	C.V.DHARI
21	107/HWP/2000	HWP	ORACLE CORPORATION -IMPLEMENTATION OF PURI	08/05/2000	C.V.DHARI
22	APTS/HWP/MISC1/2000	HWP	HARD WARE PURCHASE DIVISION - MISC	18/07/2000	K.SRIDHAI

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Papers Pending for Action

andhra pradesh technology services limited

Pending Currents for Submission

From 01/07/2000 To 19/07/2000,

Date 7/19/00

Page No 1

Sl No	Section / Employee	Inward No	From Whom	Subject	Letter Ref No
1	<u>HWP</u> D.SUDHEER	5719/13/07/2000	SP SOFTWARE PRINVATE LIMITED	REQUEST FOR RELEASE OF PAYMENT.	NIL
2	D.SUDHEER	5807/17/07/2000	SOCIAL WELFARE DEPARTMENT	SWD - Supply of Total virus defence for desktops and servers - Reg.	COM.CELL-1/5888/2000
3	K.SRIDHAR	5394/01/07/2000	COLLECTOR AND DISTRICT MAGISTRATE, RR DIST	Procurement of computer and printer	610/T/HDS/2000
4	K.SRIDHAR	5683/11/07/2000	A P ELECTRICITY REGULATORY COMMISSION	Supply of Computer Hardware/Software - Reg.	JDIT/D(ADMN)/PFC PROJECT/DNO.1824
5	K.SRIDHAR	5721/13/07/2000	A.P.ELECTRICITY REGULATORY COMMISSION	QUOTATION - SUPPLY OF COMPUTERS HARDWARE/SOFTWARE REQUESTED.	JDIT/D)ADM/.COMPUT ERS/DNO.1825
6	K.SRIDHAR	5722/13/07/2000	A.P.ELECTRICITY REGULATORY COMMISSION	QUOTATION -SUPPLY OF COMPUTERS HARDWARE/SOFTWARE REQUESTED.	JDIT/D/(ADMN)PFC/D.I O./1824

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C2G Interface

View Location of File

The screenshot shows a web browser window titled "FileSearchReportView - Windows Internet Explorer". The address bar contains the URL: <http://kmbank.ap.gov.in/FileSearchReportView.aspx?FileNo=1341/EGOV1/IT&C%20DEPT/FMS/2007&Section=EGOV1&Subject=&Delay=0&Check=>. The browser displays the following content:

A.P.SECRETARIAT
INFORMATION TECHNOLOGY AND COMMUNICATIONS DEPT

File Status Details Date 04/12/2008
Page No 1

S No.	Section / File	Subject	Last Seen By Name / Submitted	Presently With Name / Received Date	Delay
1	Section - EGOV1 1341/EGOV1/IT&C DEPT/FMS/2007	ELECTRONIC FILE DISPOSAL SYSTEM	SURESH CHANDA IAS 28/11/2008	JACOB VICTOR 28/11/2008	6

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "11:31 AM".

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C2G Interface View Document

View Public Documents
(Service available for e-seva and IT&C depts only)

Help: 1. Select department. It is mandatory.
2. Select section if you know. Otherwise leave it blank.
3. Enter Document number if you know. Otherwise leave it blank.
4. Enter dates if you know. Otherwise leave it blank.
5. Enter search text word if you know. Otherwise leave it blank.
6. Click search.
7. Click on select of relevant document to view it and follow on screen instructions.
8. Give feedback to km@ap.gov.in

Department Name: INFORMATION TECHNOLOGY AND COMMUNICATIONS DEPT
Section: EGOV1 Number:
From Date: To Date:
Search Text:

Select	Section Letter No	Letter Dated	Search Text
Select	EGOV1 01/EGOV/2007	16/07/2007	GO MS No: 17 IT&C Department - EGovernance - Institutional Framework
Select	EGOV1 01/EGOV/2007	20/07/2007	Draft minutes of Meeting with Commissioner Transport on 18.07.2007
Select	EGOV1 2397/IT&C/EGOV/2007	19/10/2007	PC to Mobile SMS Systems - Selection guidelines - reg
Select	EGOV1 PARTFILE013/IT&C/SBM	27/10/2007	Minutes of the SBMS - PMS Review meeting dated 25-10-2007
Select	EGOV1 PARTFILE013/IT&C/SBM	29/10/2007	SBMS - Ltr forwarding the Minutes of Meeting dated 26.10.2007

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C2G Interface

View action on Currents

helpdesk - Windows Internet Explorer
http://kmbank.ap.gov.in/AppStatus.aspx

File Edit View Favorites Tools Help

helpdesk

Application Status

Help: 1. Select department. It is mandatory.
2. Enter your Unique Number of your application if you know. Otherwise go to Point No 5.
3. Select Year of application.
4. Click Search to view Status.
5. If you don't know your Unique Number Please make a call to Call Centre at Toll Free Number 1100 from BSNL Line to know status as well as application Unique number for future reference.
6. Give feedback to km@ap.gov.in

Department Name: INFORMATION TECHNOLOGY AND COMMUNICATIONS DEPT
Application Number: 345 Year: 2008
Search Clear HOME

Your Reference Details are :

Registration Number : 3452008
Reference Number : D.O LR NO21963(B)/RTIA/GPM&AR/07-5
Reference Date : 16/01/2008
Subject : RTI Act-Annual Review on Implementation of RT Act 2005

Status: Notes sent to Secretaries.

Done Internet | Protected Mode: On 100% 11:43 AM

File Management Sy... helpdesk - Windows... Document1 (Previe... Microsoft PowerPoi...

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C2G Interface

View Note File

View Note File and Letters/Orders

Help: 1. Select department. It is mandatory.
2. Select section if you know. Otherwise leave it blank.
3. Click Browse. System will display all files based on selection.
4. If you know file Number(say 2689), Enter File Number in the Blank space and click search.
5. If do not know File Number, scroll down and locate the file.
6. Click on select of required File No. System will display last para of note file.
7. Click on previous para to view previous notings.
You can also use feature Go To Para No. (Enter say 5) and click Go.
System will display noting from para number 5 till last para.
8. To view orders passed in file, Click Approved Drafts and follow On Screen Instructions.
9. Click Home to go to Main Menu.
10. Give feedback to km@ap.gov.in

Department:
Section: File Number: HW_POLICY/IT&C/EGOV1/2008
Subject: HARDWARE AND SOFTWARE PROCUREMENT POLICY FOR GOAP - REG.
Notefile:

File No: HW_POLICY/IT&C/EGOV1/2008
Subject: HARDWARE AND SOFTWARE PROCUREMENT POLICY FOR GOAP - REG.

Employee Name : SURESH CHANDA IAS, SECRETARY
Submitted date : 28/11/2008
Current No :
Comments 29:
We can wait for approval of Data Standards Policy by Apex Body for which note is being circulated to CS for Date and Time.

Signature

Go to Para No.

A graphic of a spiral-bound notebook with a brown cover and a silver metal spiral binding on the left side. The notebook is open to a blank, cream-colored page. The page is framed by a light blue border at the top and bottom, and a teal border on the right side. A thin horizontal line is drawn across the page, just above the main text.

Live Demo

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A graphic of a spiral-bound notebook with a brown cover and silver spiral binding on the left side. The notebook is open to a light beige page. The page has a horizontal line near the top and a vertical margin line on the left. The text is centered on the page.

Thank You

schanda@ap.gov.in

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