FAX / MAIL

GOVERNMENT OF KERALA

ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT.

No.IT CELL-1/94/2020/ITD   Thiruvananthapuram, Dated:**19/10/2020**

CIRCULAR

E & IT Dept – Procedures to be followed while conducting Video Conferences in official meeting chaired by Hon'ble Chief Minister - Guidelines-issued
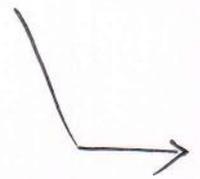
Due to the prevailing COVID pandemic situation, lot of meetings of the Departments, Institutions, Autonomus bodies, PSUs, LSGIs etc are held onlin having Hon'ble Chief Minister, Ministers, Chief Secretary, Secretaries and othei officials as participants.

Government has noticed several issues while organizing such Video Conferences, wherein multiple platforms are used by the departments and the links are inadvertently shared with others. Instances of outsiders sharing the deliberations during the meetings and functions have also been brought to notice.

The options of sharing videos, presentations and mute buttons are resulting in unwanted disturbances affecting the quality of such meetings and functions.

In view of the above circumstances, Government are pleased to issue the following guidelines in hosting/organizing a Video Conference by Departments, Institutions, Autonomous bodies, PSUs, LSGIs etc, having Hon'bl Chief Minister, Ministers, Chief Secretary, Secretaries and other officials as participants.

1. On behalf of the Government , Kerala State IT Mission shall be the noda

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agency for supervising any Video Conferencing involving Hon'ble Chief Minister.

2. The Departments and Institutions organizing VCs involving Chief Minister shall intimate KSITM about the details of VC, regarding the platform used, the participants in the meeting and the role and privilege of each participants within 2 days prior to the date of VC.

3. KSITM shall also check the participant's role and privileges in the VC well in advance to ensure the rights of the users.

4. Each department organizing the VC involving Hon'ble Chief Minister, shall mandatorily provide hosting/co-hosting power to KSITM for controlling the VC.

5. The organizing department should initially check with the participants, the availability of hardware and connectivity for the VC and intimate the status to KSITM in prior.

6. KSITM shall double check that, the connectivity for the proposed VC in which Hon'ble CM is involved, is seamless and the required hardware is available with all participants involved in the meeting. KSITM shall also provide necessary support in this regard.

7. Media houses shall be shared feeds through PRD from the Facebook live feeds, which is available to public. The Departments shall manage it under intimation to the KSITM, the nodal agency.

All HODs/Nodal officers and officers in charge of hosting the VC in a department in which Hon'ble Chief Minister is participating, shall strictly adhere to the above guidelines.

The departments may contact with the Nodal officer, KSITM in charge of Video Conferencing for any technical support by way of the following mobile or e-mail.,

Nodalofficer,VC,KSITM:-**9446142347,8075378851** *ambili.ksitm@kerala.gov.in*

DR. VISHWAS MEHTA
CHIEF SECRETARY

All District Collectors,
All Departments in Secretariat including Law and Finance
All HODs/ Nodal officer of State Govt. Depts.
All Universities/ LSGIs/ PSUs/Autonomous bodies etc.
The Web & New Media, I & PRD.
Stock File/Office Copy

Signature Valid

Digitally signed by Sajeev K
Date: 2020.10.22 18:39:56
IST   Section Officer
Reason: Approved