

OFFICE ORDER

Following work division between Managers of technical unit of NeVA is being ordered with immediate effect:-

Sl.No.	Module	Developer Assigned	Reporting Manager
1.	Question Module	Sh. Farhan Hussain	Sh. Sameer Varshney, Project Manager
4.	User Management	Sh. Indrajeet	
5.	Assurance		
6.	Department Module	Sh. Arun Kumar	
7.	Notice		
8.	Digital Book	Sh. Sanjay Kumar Pandey	
9.	LOB		
10.	Public Portal	Sh. Yogesh Kumar, Sh. Tarun	
11.	Mobile API	Sh. Yogesh Kumar Sh. Tarun	
12.	iOS App	Sh. Ashish Tiwari	
13.	Bill Management Module	Sh. Pawan Kumar Nishad	
14.	Member Module		
15.	Reporter Module	Sh. Arvind Kumar	
16.	Digital Archives		
17.	Master Data Entry Modules (Super Admin & Admin)	Smt. Nidhi Sh. Pawan Kumar Nishad	Sh. Kul Bhooshan, Programme Manager
18.	Committee Management Module	Smt. Soni	
19.	Minister		
20.	Android App	Sh. Prateek Maggo	

2. **Sh. Chandramani, Server Administrator**, will work under the direct guidance of

the National Informatics Centre (NIC). His primary responsibilities shall include managing the server infrastructure, ensuring system availability and optimizing performance. Specific duties of Server Administrator are outlined below :-

- (i) Regular monitoring of server health, performance, and resource usage.
 - (ii) Generate and submit uptime/downtime reports, performance reports, backup and recovery reports, resource usage reports and incident reports to MoPA **every month** after obtaining due approval of NIC.
 - (iii) Perform regular data backups and ensure that backup procedures are reliable, implement recovery protocols to restore systems in case of data loss or server failure and conduct periodic recovery drills to ensure the readiness of these protocols.
 - (iv) Coordinate with NIC to implement and maintain server security measures, including firewalls, intrusion detection systems and anti-malware protection and regularly apply patches and updates to keep the server environment secure.
 - (v) Respond promptly to any server-related incidents, including system outages or performance issues and collaborate with NIC for troubleshooting and resolution, and keep a detailed log of all incidents, actions taken and resolution outcomes. Also, escalate unresolved issues to NIC or higher authorities as needed. Any critical incidents (e.g., prolonged server downtime, data breaches) must be reported immediately to NIC and MoPA, with follow-up reports detailing actions taken and preventive measures implemented.
3. NIC should ensure that officers of NeVA Division shall be granted appropriate access to the database and cloud servers for oversight, monitoring and administrative purposes. It must be ensured access levels are managed securely, with permissions aligned to the roles and responsibilities of officers to maintain data integrity and system security.
4. **Sh. Shreedhar Swamy and Sh. Dhruv** will handle manual module testing tasks and submit test reports of completed tasks to SO(NeVA). All identified issues should be tracked and follow-up actions must be taken promptly to resolve the identified issues.
5. **Sh. Sameer Varshney, Project Manager** will oversee the integration of AI/ML into NeVA modules. Specific tasks related to AI/ML should be coordinated with relevant developers.
6. **Sh. Kul Bhooshan, Programme Manager** shall be responsible for closing of queries raised by states. Concerned tasks for closing queries should be assigned to relevant developers with defined deadlines. Additionally, he is tasked with revamping and improving the Query Management System, with Sh. Tarun as the assigned developer for this effort. However, Requirements raised by states related to particular modules must be handled by respective managers.
7. SO(NeVA) must attend monthly scrum meetings to set sprint goals and deadlines. The meetings shall include a review of progress on each module and planning for the upcoming sprint.
8. Top performers of each sprint will be duly rewarded, and their name & photos will be featured in the "Employee of the Month" section on the NeVA portal.
9. Both Managers shall be responsible for maintaining documentation of tasks completed, including code changes, testing and module updates.
10. Developers must adhere to the coding standards and insert comments at appropriate locations in the code to clarify the purpose of each block.
11. Scripts must also be inserted in code blocks to facilitate automated testing.
12. Code updates must first be implemented on the Test Server by respective managers to ensure functionality and stability before being applied to the live server. Testers should submit test reports after performing checks on updated code. Post assessment, comprehensive reports on findings must be submitted to SO(NeVA). SO(NeVA) should

compile impact assessment reports and submit the reports to DS(NeVA). Code updates should be implemented on live server after receiving formal approval of DS(NeVA).

13. No manual updating of codes is permissible. All code updates must be performed through TFS. Respective managers shall be responsible for updating codes on Team Foundation Server (TFS). Each commit performed in TFS should include a clear and descriptive message summarizing the changes made. This practice facilitates better understanding and tracking of code modifications, enhances collaboration among team members and aids in future debugging or feature enhancements.

14. Managers overseeing the respective modules shall be responsible for framing proper rollback mechanisms for critical code updates, ensuring a quick reversion in case of failures. Regular backups of the codebase and configurations must be maintained to facilitate recovery in the event of any issues. The rollback procedures should be documented and reviewed periodically to ensure they remain effective and aligned with current system requirements.

15. SO(NeVA) shall be provided access to TFS.

16. Managers must submit quarterly updates that outline potential strategies for integrating new technologies into the application, identify risks associated with their modules, and include risk assessment and mitigation plans as part of these updates.

17. Additional tasks may be assigned by MoPA to the development team as and when required to meet project needs or address exigencies.

18. Managers may also rotate tasks among team members under their supervision to optimize resource utilization and skill development. Any such rotation must be done under intimation to MoPA, ensuring transparency and accountability.

19. An escalation matrix shall be established for resolving any conflicts or addressing tasks that exceed the capacity of the assigned resources. Managers should escalate unresolved issues to NeVA Division.

20. No proper documentation exists at present for past development work. This hinders the ability to understand codebase, troubleshoot issues effectively and onboard new team members. Without clear records of dependencies, configurations and implementation details, it becomes challenging to maintain the application or integrate new features. Therefore, moving forward, all new development work must be accompanied by comprehensive technical documentation. This documentation should include a detailed description of the functionality and purpose of the developed modules or features, enumerate clear instructions on setup, usage, and testing procedures, specify information about dependencies and any configuration settings required, highlight limitations and potential areas for future improvements in the development work. Establishing a robust documentation practice will enhance project maintainability, facilitate knowledge transfer, and ultimately lead to more efficient development processes.

21. All pending tasks managed by the outgoing module manager must be documented clearly, specifying the status of each task to assist the incoming manager in completing the work. This documentation should include all relevant details, supporting documents, and established deadlines. The outgoing manager should also extend necessary support and guidance to the incoming module manager wherever required, ensuring an expeditious clearance of all pending tasks. This collaborative approach will facilitate a smooth transition and maintain project momentum.

This order aims to facilitate a structured approach to task management within the NeVA team. Compliance with the outlined responsibilities is mandatory for all team members.


(Kiran Kumar)

Under Secretary to the Govt. of India

To:-

1. All staff of NeVA Development team
2. Sr. Tech. Director, NIC