

Project Details: NAeG/14-15/00037

Project id -	NAeG/14-15/00037
Name of The Project	Enterprise DAK Management System (EDAK) in Visakhapatnam Steel Plant- Rashtriya Ispat Nigam Limited.
Category of Award Applying for	Innovative Use of ICT by Central Government PSUs
Date of Launch	01-07-2012
Summary/Objective of the project	<p>Visakhapatnam Steel Plant is a large organization having lot of internal as well as external communication (DAK) in the form of Documents, IOMs , Note Sheets , Office Orders , circulars , Minutes of Meeting , MIS Reports , Bills, Recommendations etc. to the tune of 2000 DAKs on daily basis. Manual handling and tracking of this huge DAK enterprise wide was resulting in loss or misplace of some DAK and tracing the missed DAK was taking lot of time. This in-turn was delaying the decision making. Besides this, the staff who are manually maintaining the registers used to spend lot of time and energy for this activity. In order to overcome the problems faced with the manual handling of DAK and to improve the speed of the communication thus improving the decision making process in the organisation , an on-line web based enterprise application was envisaged to digitise the DAK handling and tracking. Due to manual operation of DAK following challenges are faced: i.Difficulty in finding the status of dispatched DAK. ii.Difficulty in tracking the DAK especially in the case of Note Sheet movement. iii.Redundant data recording of sender and receiver details like name, designation, department and subject in the registers at DAK generation, destination and central DAK section. iv.Miss handling or miss placement of DAK. v.Difficulty in finding the exact location of DAK. To overcome the above difficulties, IT Department studied the business process of the manual DAK system being followed, like: - DAK despatch, receipt, segregation. It was understood that, a software can be developed in which, during the generation of DAK, the information like Sender and Receiver details, DAK Type, Subject, Date can be recorded and a unique system generated DAK number can be generated. Any DAK can be tracked from generation to closure with this unique DAK number. The software will solve the difficulties mentioned above and will reap the following benefits:- i.Tracking DAK on-line ii.Enabling transparency iii.Various forms to log the tracking details iv.Rich MIS to track and analyze the delays in DAK movement v.Minimizing paper consumption by avoiding DAK registers vi.Avoidance of personal interference for tracking any DAK. vii.Reduced the time for going to various department or sections for tracking the required DAK. viii.Rich in User interface by web application. ix.Easy in report generation. Additional benefits or Special features:- DAK Search: - Extensive search facility based on all or part of the subject words, initiation date, origin/destination DAK points and precise search based on DAK number. MyTracker: - An individual can choose the DAKs of his interest for which he can optionally enable Email alerts and SMS. System automatically keeps the user informed about the progress of DAK during its journey. Multiple copies: - this helps in distribution of DAKs like circulars, Record notes and Minutes of meeting to selected groups with the ease of a single click. MyDAK: - A special personalized feature for each user to enable, view and act upon pending DAKs and also to show the history of dispatched and initiated DAKs. DAK retention time and expedition: - This enables the users to track the retention time of a given DAK with a user and in timely expedition.</p> <p>All staff employees who are writing the DAK details like subject, sender, receiver and date in the registers.All the employees in RINL who wants to track the DAK. All the heads of the department and employees in the senior management who can use it as a tool to track the retention time of a given DAK with a user and in timely expedition. All the staff and employees in 26 out-stations marketing offices geographically at different location of India. All the staff and employees in 4 mines offices geographically at different location. All the employees in liaison offices. All the departments in VSP of RINL</p>
Beneficiary of the project	
Details of Project Head	
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Supporting documents:-

[Award Specific Form](#)

[Self Certification by the Project Head](#)