D.O. No. ....

Date ....

File No- N-11/1/2017-NeGD-MeitY

4th Sep 2019

Office Memorandum

Subject: - Nomination of Knowledge Managers for Knowledge Management System (KMS)

Dear Sir/Madam,

The NeGD KMS portal has migrated to NIC Cloud Data Centre. The portal is ready for knowledge management activities within NeGD and SeMTs. The employees can contribute their work in KMS Portal with the following knowledge assets.

Uploading of softcopies of the:

- Journals/Reports or any other important documents pertaining to the NeGD.
- Approved copies of Notices for Invitation Tender/Advertisements/EOIs/Pre-Qualification RFEs/RFQs/RFPs/MoUs
- Softcopy of Intent Letters/Work Orders/Award of Tenders/Procurement Orders
- Softcopy of Office Memos/Notices/Circulars/Department Orders/Office Orders etc.

Participating in the following activities of KMS portal:

- Community of Practices (CoP)/ Knowledge Cafes/ Discussion Forums etc.
- Sharing of Files/Pinning Important Files/Wikis/Blogs etc.
- Finding Experts/Assist as Experts etc.
- Sharing Best Practices/Lessons Learnt etc.

- Any other knowledge assets/documents generated in NeGD/SeMTs during the course of work by any employee to be saved as repository for the further usage in NeGD/SeMTs.

The KMS Portal designed with reward tool to recognize the knowledge contributors/KM Managers and best performing division within NeGD/SeMTs for their regular KM activities.

In this regard, NeGD Admin issued an Office Order N-11/1/2017-NeGD-MeitY on 01 May 2017. The Functional Directors/Project Heads are requested nominate new **'Knowledge Managers'** in their divisions/projects to act as 'Document Reviewer' and 'Approver' in the KMS Portal. The instructions contained in the office order to be followed by all Knowledge Managers.

Training session on KMS will be scheduled for Contributors/Users and Knowledge Managers/Approvers through NeGD LMS on self registration basis.

The training agenda is given as **Annexure A**. At the end of the training, the certificates will be issued to all successful participants.

For any further clarification and assistance Sh. Firoz, Manager-KMS (Mobile Number.9871643202, Email firoz@digitalindia.gov.in) may be contacted please.

Yours sincerely,

4/9/2019

NJP Shilohu Rao

General Manager (CB)

Copy To:-

1. PS to President & CEO, NeGD – for kind information of P & CEO
2. Dir. (CB)/ Dir (F)
3. All Sr. GMs/GMs
4. Principal Consultants/Senior Consultants/ Project Heads, NeGD
5. Head/SPOC SeMTs

Subject: - Online Training on Knowledge Management System (KMS)

<u>**Training for 'Contributor/User'**</u>   Duration 1:00 Hour (Approx)

1. Introduction to Knowledge Management System (KMS) – Brief Overview on Concept, Roles, Functions, Usage, Users etc.

2. Portal Overview

3. Features of KMS portal (Walk through of the portal sections)

4. Roles & Responsibilities of the Contributor

5. Questions & Answers

<u>**Training for 'Knowledge Manager/Approver'**</u>   Duration 2:00 Hour (Approx)

1. Introduction to Knowledge Management System (KMS) – Brief Overview on Concept, Roles, Functions, Usage, Users etc.

2. Portal Overview

3. Features of KMS portal (Walk through of the portal sections specific to Knowledge Manager Roles)

4. Roles & Responsibilities of the Knowledge Manager – Document Reviewer, Approver etc.

5. Questions & Answers