

Minutes of 105th meeting of SeMT dated 08-04-2025

The 105th meeting of the State e-Governance Mission Team (SeMT) was convened under the Chairpersonship of Secretary & Commissioner, IT&C on 6th March, 2025 in Committee Room, 2nd Floor, IT Building, Yojana Bhawan Campus, C-Scheme, Jaipur. List of participants is enclosed at **Annexure -"A"**.

Agenda Item(s) discussed during 104th meeting of SeMT are indexed as follows:

(Rs. in Lakh)

SN	Project Proposal Name	Department/ Organization	Estimated Cost	Page No.
1	RajFAB Application Software (New Development and FMS of existing application)	Factories & Boilers Dept.	288.44	2
2	Mukhyamantri Ayushman Durghatana BimaYojana- IT PMU extension	Finance Dept.	320.17	8
3	Revised proposal of FMS for Employment Exchange Management System (EEMS)	Employment Dept.	320.17	12
4	Rajasthan State Data Centre (For duration of F.Y.2025-26 to 2029-30)	DoIT&C/ RISL	117460.00	14
5	State Hub for Empowerment of Women "Mission Shakti"	Women & Child Development Department	434.21	18
6	Scanning of Registration Documents and its Retrieval Mechanism for the Department of Registration & Stamps, Rajasthan	Department of Registration & Stamps, Rajasthan	1000.00	21

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The followings were discussed in the meeting:

1. Project : RajFAB Application Software (New Development and FMS of existing application (Factories & Boilers Dept.)

Project Objectives:

The objectives of the project are as mentioned below:

- a) To Ensure Safety of Factory Workers by Inspection.
- b) To Ensure Health of Factory Workers.
- c) To Ensure Welfare of Factory Workers.
- d) To Minimize Factory Accidents.
- e) To Minimize Boiler Accidents.
- f) To Eliminate Child Labor From Factories.
- g) To Monitor MAH Factories.

Project Stakeholders:

The following stakeholders, which will be involved in the project:

- a) DoITC/RISL, GoR
- b) Factories and Boilers, GoR
- c) Workers and Health personal

Scope of the Project:

As per requirement of the Department, RajFAB portal is required to be revamp and redesign. Further, Facility Management Services (FMS) is required to be provided to the existing application of RajFAB. A Mobile App is also required to be built as per the requirement of the Department. The revamping and redesigning of the application will be consider all the modules operational presently. After development of new portal the FMS of RajFAB application will be started.

The broad scope of work would be as follows:

1. Carry out requirement study/analysis of business processes to thoroughly understand the functional and operational mechanism and collect requirements from the concerned officer(s) for the development of web and mobile application. Brief description of requirements of Factories and Boilers Inspection Department for software development are given below
 - a) **RajNivesh Portal and Business Reform Action Plan (BRAP):** RajFAB web application software developed continuously to comply various points of RajNivesh Portal developed by GoR and BRAP issued by Government of India. New provisions for RajNivesh BRAPs are expected to be released for coming years. Continuous new changes in software is needed to comply with for these new requirements.
 - b) **Business re-engineering:** Time to time Acts, Rules & Regulation amendments need to be incorporated in RajFAB web application software for

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business reengineering and simplification for approvals. Continuous new changes in software is needed to comply with for these new requirements.

- c) **Feedbacks and support:** Online feedback and support system has been in-built in RajFAB web application software so that anytime any citizen can report any technical difficulty and suggest new features to improve the various online approval procedures. New issues and features are continuously being incorporated in the web application. Thus, continuous new updation / enhancement is needed to address these new requirements.
- d) **Incorporation of latest web standards:** Time to time major technical overhauling and software development is needed to incorporate the latest web standards in the web application as per the direction of the Government. Thus, continuous new software development needed to address these new requirements.
- e) **Stabilization and further development of RajFAB web application software and mobile application:** Restructure process according to EoDB (Ease of Doing Business) requirement like Application Process System, Document Management System, NIC Code Management System, Reporting System, and Workflow Process with Security Standards.

All the present modules need to be revamped with new technology for proper working of RajFAB web application along with the software development of new modules in the following manner-

- i. **Registration of factories**
- ii. **Auto renewal of factories**
- iii. **Map approval of factories**
- iv. **Return submission** – Integration with Central Labour Department return system and restructure process according to EoDB (Ease of Doing Business) requirement
- v. **Inspection report and compliance** Implement New CIS Reporting System, Workflow Process.
- vi. **Self-certification of Factories**
- vii. **Self-certification of Boilers**
- viii. **SMS/eMail/push notification Management System**
- ix. **Central Inspection System Logic** – Restructure process according to EoDB (Ease of Doing Business) requirement
- x. **User Management System** –Privilege Management, Role Management and reporting.
- xi. **Training Module (SMTTC)** – Module to be enhanced according to the future requirements.
- xii. **Laboratory Module (IHL)** New module to be added
- xiii. **RajFAB mobile application** development of RajFAB mobile application
 - 1. For Factories and Boilers personnels.
 - 2. For citizens.
- xiv. **User Manuals** – With the new developments all user manuals need to be rewritten and updated.

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- xv. **Software documentation** – With the new developments all software documents need to be rewritten and updated.
 - xvi. **Tutorials and YouTube videos** – With the new developments all tutorials and YouTube videos need to be rewritten and updated for BRAP and EoDB.
 - xvii. **Integration with other software of GOR & GOI** – Integration of RajFAB software with various software of State Government and Government of India using API service, as per requirement.
 - xviii. **Dynamic Website development** – RajFAB Website of the department plays an important role in compliance of BRAP and RTI. Development and updation, as per requirement.
 - xix. **Document Management System** –The enclosed documents need to be managed in RajFAB software using new technologies for handling, scrutiny and library purposes.
 - xx. **Security** – In the present scenario the RajFAB web and mobile applications need to be audited for security for the safety of user data and integrity of the application.
 - xxi. **MIS Report Generation** – All mandatory MIS reports are to be generated to achieve total paperless system.
 - xxii. **Integration of Artificial Intelligence (AI)** RajFAB web application need to integrate AI to in various software modules such as validation to prevent upload of blurred/unreadable document for faster processing of applications. Training of AI model and integration of such AI model in software modules to provide suggestions to process applications for shortcomings/completion, hazard identification/risk assessments etc.
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- 2. Prepare documents SRS and other related documents as per requirement
 - 3. Provision for amendments required for Business Reform Action Plan (BRAP) for Ease of Doing Business and law amendments in Mobile & Web Application.
 - 4. Design enhancement & further development / updation of user-friendly dynamic website and web application 3.0 for the Factories and Boilers Inspection department.
 - 5. Version upgradation of web/mobile application, compatible with existing application.
 - 6. Dashboard & Reporting Module
 - 7. Masters & User Management Module
 - 8. Data optimization as per portal requirement
 - 9. Perform Integration Test and various other tests live performance, load testing, security audit, etc.
 - 10. Assistance in application Security and Audit control.
 - 11. Deployment and GoLive of Application.
 - 12. Conduct hands on trainings assistance (on need basis) to the designated officers/office staff/ users on the developed modules/ application, if required. Further training will be issued by Departmental Officers to other staff. All training related expenses to be borne by Department.
 - 13. Shall perform changes and enhancements to the developed Web & Mobile application as per the requirement of department.
 - 14. All the changes carried out will be formally approved by Department and recorded.

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15. Maintain version control and archives of source code, SRS & associated technical documents and database as per RSDC Policy.
16. Shall provide day to day functional and technical support to address, analyze and fix any technical glitches within the existing features.
17. Carry out the performance testing activity (load/ stress/ volume testing) on quarterly basis or as per the requirement of Factories and Boilers Inspection Department to ensure that the application meets the required speed, scalability and stability requirements under the expected workloads and provide its recommendations for improvement (if any). Ensure smooth functioning of the application under varying load requirements & ensure proper management of:
 - Concurrent users
 - CPU utilization
 - Memory & Network utilization etc.
18. Maintain Service Level Agreement adhering to SLA requirement of the project.
19. Close monitoring of the application usage so as to ensure the desired uptime. In case of downtime/ link failure, reporting immediately the same to the designated officer of RajFAB and assist them in coordinating with RSDC, Bandwidth Service Provider & other stakeholders in tracking until the link is restored and services are operational as required.
20. Backup of database at regular intervals is being taken by the RSDC as per policy.
21. Shall perform the Activities as under:
 - Application Enhancement, modification and configuration etc.
 - Debugging, modification, error rectification, monitoring and updating in the mobile Application as and when required by the department for smooth functioning of the application
 - Ensure that the application works properly
 - Proper version control and configuration management of the source code
 - Provide first level of support (L1) for logging and resolution of the compliant and bug fixing of the application
 - Training to the officer of user department on new features added to the implemented application.
 - Apart from above, any other functional/ technical assistance required for proper functioning of the application.
22. The website/portal/mobile developments will comply with the latest web standards and as directed by the State Government/Central Government.

Expectations from the RajFAB Department

- Identify and appoint Nodal officer(s) and nodal team for facilitating the project execution.
- Provide details regarding Organization Structure, Office hierarchy (with numbers), Designation & location wise strength, Available hardware and connectivity (location wise)
- Facilitate in integration with various application of government department.
- Support in review and acceptance of the developed application/ deliverables

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submitted.

- Provide inputs during system study and requirement finalization.
- Coordination mechanism for integration of existing system.
- Highlight issues and challenges faced in present scenario.
- Provide feedback on changes to be made in the solution to improve usability of the application.
- Ensure availability of Hardware and Connectivity at all user locations and training locations.
- To ensure proper coordination and arrangements / facility for hands on training session.
- Identification and updation of Master Data.
- Coordination with all stakeholders involved for successful implementation of the Project.

Financial Implications:

12-month Development Period + Existing FMS					
Sr. No	Profile /Expertise	Qty	Number of Man Month	Man Month Rate (INR incl. GST)	Total
1	Senior Developer (Application Framework)	2	24	1,53,400.00	36,81,600.00
2	Developer (Application Framework)	3	36	1,23,900.00	44,60,400.00
3	Mobile Application Developer	1	12	1,11,510.00	13,38,120.00
4	Sr. Database Expert	1	12	1,77,000.00	21,24,000.00
5	Project Manager (Technical)	1	12	1,77,000.00	21,24,000.00
		8		Total(A)	1,37,28,120.00
6-month FMS Period					
Sr. No	Profile /Expertise	Qty	Number of Man Month	Man Month Rate (INR incl. GST)	Total
1	Senior Developer (Application Framework)	1	6	1,53,400.00	9,20,400.00
2	Developer (Application Framework)	1	6	1,23,900.00	7,43,400.00
3	Mobile Application Developer	1	6	1,11,510.00	6,69,060.00
4	Database Expert	1	6	1,06,200.00	6,37,200.00
		4		Total(B)	29,70,060.00
Grand Total (C=A+B)					1,66,98,180.00
RISL Service Charges (turnkey)					19,44,818.00
GST on RISL Service Charges (18%)					3,50,067.24
Contingency (2% of Total)					3,33,963.60
Project Total Cost for 18 months (D)					1,93,27,028.84

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18-month FMS Period					
Sr. No	Profile /Expertise	Qty	Number of Man Month	Man Month Rate (INR incl. GST)	Total
1	Senior Developer (Application Framework)	1	18	1,53,400.00	27,61,200.00
2	Developer (Application Framework)	1	18	1,23,900.00	22,30,200.00
3	Mobile Application Developer	1	18	1,11,510.00	20,07,180.00
4	Database Expert	1	18	1,06,200.00	19,11,600.00
		4		Total	89,10,180.00
RISL Service Charges (FMS)					3,62,814.40
GST on RISL Service Charges (18%)					65,306.59
Contingency (2% of Total)					1,78,203.60
Grand Total (E)					95,16,504.59
Project Total Cost for 3 years (F=D+E)					2,88,43,533.43

Fund Management:

Expenditure would be met from the funds available with Rajasthan Factories and Boilers Dept.

The Committee advised:

1. Departments may utilize tools available with NIC as well, as per requirement.
2. Application may be developed in latest technology (.Net Core).

The Committee accords technical approval on the project proposal having estimated cost of Rs. 288.44 Lakh.

2. Project : Mukhyamantri Ayushman Durghatana BimaYojana- IT PMU extension (Finance (Insurance) Dept.)

Background:

Mukhyamantri Ayushman Durghatana Bima Yojana (MADBY) is a flagship scheme of the State Government. The scheme is being implemented through establishment of IT-PMU through NICS empanelment. The scheme was initiated from May 2022 for the purpose of the providing financial assistance to the families of State, in case of death/ injury in the accidents. **The Scheme and the extension of one year (till 30th April 2024) was approved by the SeMT.**

Now it is to be extended for 11 Months from 1st May 2024 to 31st March 2025 as per Administrative and Financial Approval received from the Finance Department after approval from competent level. The Ernst and Young LLP is service provider for the project.

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The project has also been accorded post facto approval from Departmental PeMT on 10th March 2025.

Overview:

The Rajasthan Government launched the Mukhyamantri Chiranjeevi Durghtana Bima Yojna (MCDBY) on May 1, 2022, to provide free accidental insurance coverage of up to ₹5 lakh for families insured under the Mukhyamantri Chiranjeevi Swasthya Bima Yojna. The State Insurance and Provident Fund (SIPF) Department was entrusted with the responsibility of developing an application platform and a comprehensive software solution for the implementation of MCDBY.

With necessary Government approvals, the SIPF Department, under the Department of Finance, GoR, established an IT Project Management Unit (IT-PMU). This unit was tasked with supporting the development of the MCDBY application, designing and developing new modules, and creating use cases utilizing emerging technologies. The objective was to align with the vision of a common web portal to deliver effective services and provide requisite accidental insurance coverage to insured families.

After successfully completing its first year and extension of one more year, the IT-PMU is now being extended under the provisions of the MOU executed between NICS and SIPF with mutual consent. SIPF serves as the nodal unit for project governance and the implementation of the scheme across the state, in coordination with various stakeholders.

- Citizens (beneficiaries under the scheme)
- SIPF (State Insurance and Provident Fund)
- CPA (Claim Processing Agency)
- Department of Police, Rajasthan
- Department of Finance, Rajasthan
- Rajasthan State Health Assurance Agency (RSHAA)
- Janaadhaar

Beneficiaries of the scheme:

- All active insured families under Mukhya Mantri Chiranjeevi Swasthya Bima Yojana (MMCSBY), under any of the entitled category
- Under the Mukhya Mantri Chiranjeevi Durgatna Bima Yojana, all those members of the insured family whose names are mentioned in the Janaadhar card will be included as the insured members.
- The child of the insured family will also be considered as the insured member whose name is not mentioned in the Janaadhar card.
- RGHS families
- Vidyutkarmi of the power companies of the State

Scope of Work:

1) Application Support and Maintenance

- Support and Maintenance of MCDBY Application which will include Customization / Configuration / Bug Fixing

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- Technical support and maintenance of the developed modules
- Testing- UAT based on test cases, bug fixing, Go-Live for enhancements.
- Tracking mechanism of issues for technical support
- Technical/ Functional/ support
- Basic functional training

2) Enhancement and Optimization - MADBY Portal & GPA Portal

Improving a web application for claim processing can significantly enhance user experience, streamline operations, and reduce errors. Here are some key pointers to consider for enhancing such an application:

- Regular User Experience (UX) Improvements
- Regular Performance Optimization
- Data Accuracy and Validation
- Security Enhancements as Data Encryption and Authentication and Authorization
- Automation and Efficiency as Automated Workflows, automate repetitive tasks like document verification and claim status updates to speed up processing.
- User Support and Guidance Help Resources: Provide access to help documents, FAQs, and tutorials to assist users in navigating the claim process.
- Data Management and Analytics
- Enhancement and optimisation of User Dashboards.
- Feedback Mechanism- continuous improvement through user feedback
- Audit Trails: Maintain detailed audit trails for all claim-related actions to support compliance and address disputes.
- Device access optimization- Responsive Design and adding more mobile Features, Consider adding features like camera integration for document uploads and push notifications for updates.

Financial Implication:

Financial Estimate for Period of 01-05-2024 to 31-10-2024 -

S. N.	Position	Resource Category	Man Month rate (Rs.)	Number of Resources one Year	(From 01-05-2024 to 31-10-2024) 6 Months Cost In Rupees
Common Team – MADBY & GPA					
1	Team Lead	Consultant with 6-10 Years of Experience - Management Category	3,031,87.5	1	18,19,125
2	DB Expert	Consultant with 6-10 Years of Experience - Technology Category	3,03,187.5	1	18,19,125
3	Business	Consultant with 6-10 Years of	3,03,187.5	1	18,19,125

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	Analyst	Experience - Technology Category			
4	BA/ Tester/ Analytics	Consultant with 3-6 Years of Experience - Technology Category	2,59,087.5	1	15,54,525
Application Support, Enhancement, Optimization and maintenance- MCDBY					
5	App Developm ent Expert	Consultant with 6-10 Years of Experience - Technology Category	3,03,187.5	2	36,38,250
		Consultant with 3-6 Years of Experience - Technology Category	2,59,087.5	1	15,54,525
Application Support, Enhancement, Optimization and maintenance- GPA					
6	App Developm ent Expert	Consultant with 6-10 Years of Experience - Technology Category	3,03,187.5	2	36,38,250
		Consultant with 3-6 Years of Experience - Technology Category	2,59,087.5	1	15,54,525
Sub-Total(A)				10	1,73,97,450
Add NICS Charges 9%					15,65,771
Sub-Total (B)					1,89,63,221
Add IGST @18%					34,13,380
Total					2,23,76,600

Financial estimate for Period of 01-11-2024 to 31-03-2025 -

S. N.	Position	Resource Category	Man Month rate (Rs.)	No. of Resources	Two Months Cost
					In Rupees
Application Support, Enhancement, Optimization and maintenance - MADBY & GPA					
1	Project Manager	Consultant with 6-10 Years of Experience - Management Category	3,18,347	1	1,59,1735
2	App Development Expert	Consultant with 6-10 Years of Experience - Technology Category	3,18,347	2	31,83,470
		Consultant with 3-6 Years of Experience - Technology Category	2,72,042	2	27,20,420
Sub-Total(A)				5	74,95,625
Add NICSI Charges 9%					6,74,606
Sub-Total (B)					81,70,231
Add IGST @18%					14,70,642
Total					96,40,873

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Total project cost is of Rs. 3,20,17,473/-. The Budget provision for the extension project has already been provided by the State Government.

Fund Management:

Expenditure would be met from the funds available with Finance Dept.

Committee advised the Department:

1. to explore possibilities to integrate the application with GoI's iRAD (integrated Road Accident Database) for seamless accidental claim process.
2. to take technical approval of SeMT before initiation of any e-Governance project in future.

The Committee accords post-facto technical approval for the period of 01-05-2024 to 31.03.2025 on the project proposal having estimated cost of Rs. 320.17 Lakh.

3. Project : Revised proposal of FMS for Employment Exchange Management System (EEMS) (Employment Dept.)

Employment Exchange Management System (EEMS) application is developed by RISL under the ownership of Employment Department for disbursement of unemployment allowance under "Mukhyamantri Yuva Sambal Yojana" Scheme of GoR.

In continuation of Budget announcement, GoR has announced "Mukhyamantri Yuva Sambal Yojana-2021" and rolled out from 01-01-2022. GoR has included this scheme as its flagship project. Due to this new scheme.

EEMS Project has been started from 02-01-2012. In the 29th SeMT meeting held on 21-05-2012; basically, technical approval was accorded for EEMS project along with estimated cost of the project as Rs. 9.53 Crore.

Administrative and Financial approval of Rs. 9.39 Crore for the entire project was granted by Apex Committee meeting dated 20-06-2012. The Administrative and Financial Sanction of DoIT&C for Rs. 9.39 Crore was issued on 04-07-2012 and 14-07-2012 respectively. MoU was signed between RISL and Dept. of Employment on 17-09-2012.

Due to revision in the original SoW of the project, project cost was also reduced as Rs.24.09 Lakh. Therefore, Revised Administrative and Financial Sanction (AS & FS) was issued on 07-07-2015 for a sum of Rs. 24.09 Lakh.

Due to revision In the SoW, Project cost was increased from Rs. 24.09 Lakh to 115.00 Lakh and the revised project cost for EEMS project was approved during 80th Meeting of SeMT held on 10-09-2020. Therefore, revised administrative sanction for Rs. 115.00 Lakh was issued on 08-09-2020 and financial sanction for Rs. 91.00 Lakh issued on 15-09-2020.

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Due to revision In the SoW, project cost was increased from Rs. 115.00 Lakh to 198.00 Lakh and the revised project cost for EEMS project was approved during 89th Meeting of SeMT held on 30-12-2021. Therefore, Revised AS for Rs. 198.00 Lakh was issued on 20-12-2021 and FS for Rs. 20.57 Lakh Issued on 03-02-2022 and revised FS for 62.00 was issued on 14-02-2023.

Again, project cost was increased from Rs. 198.00 Lakh to 278.00 Lakh and the revised project cost for EEMS project was approved during 101st Meeting of SeMT held on 18-10-2024. Therefore, Revised AS for Rs. 278.00 was issued on 08-11-2024 and FS for 79.25 Lakh was issued on 27-11-2024.

On request of Employment department vide F.19(9) VG/EEMS PORTAL/2020/1749 dated 12-02-2025 fund for F.Y. 2025-26 of Rs. 55 Lakhs (for 12 months) is to be allotted from DoIT&C budget head "Backend & New project" for FMS of the project.

The Committee is of the view to accord approval of FMS work of existing EEMS portal for the next 03 months from 01-04-2025 to 30-06-2025.

Therefore, Project cost would be increased from Rs. 278.00 Lakh to 290.77 Lakh (278.00 Lakh + 12.77 Lakh (for 3 months) = 290.77 Lakh)

The FMS support services is going to expire on 05-03-2025 from Tier-1 empanelment of RISL. After communication with the Employment Dept., RISL has prepared a Statement of Estimate Expenditure (SoEE) for the FMS support for EEMS portal as mention below:

S.No .	Service Type	Description of work	Quantity (Resource)	Unit	Unit Cost	(Incl. all Taxes) (INR) Total Amount (INR)
1	FMS	Operation, maintenance & enhancement of existing EEMS portal for a period of 01 year with 03 resources (01 Senior Developer and 02 Developers)	3	3 Month	11,42,070.00	11,42,070.00
RISL Service Charges (INR)						1,14,207.00
CGST @9% on RISL Service Charges (INR)						10,279.00
SGST @9% on RISL Service Charges (INR)						10,279.00
Grand Total to be transferred to RISL (INR)						12,76,835.00
Rs. in Lakh						12.77 Lakh

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Fund Management:

Expenditure would be met from the funds available under "Backend & New Projects" Budget Head of Dept. of IT&C.

The Committee is of the view to accord approval of FMS work of existing EEMS portal for the next 03 months from 01-04-2025 to 30-06-2025 and thereafter the same may be incorporate with the new EEMS 2.0.

The Committee accords post-facto technical approval on the revised project proposal for the duration from 05-03-2025 to 31-03-2025 and technical approval from 01-04-2025 to 30-06-2025 having revised estimated cost of Rs. 290.77 Lakh (Rs. 278.00 Lakh + 12.77 Lakh).

4. Project : Rajasthan State Data Centre (For duration of F.Y.2025-26 to 2029-30) (DoIT&C/ RISL)

Department of Information Technology & Communication (DoIT&C) had set up four subsequent Data Centres at different intervals as per requirements to provide efficient electronic service delivery of G2G, G2C and G2B services, to enable various State departments to host their services/applications on a common infrastructure leading to ease of integration and efficient management, ensuring that computing resources and the support connectivity infrastructure is adequately and optimally used, to provide better operations & management control, to minimize overall cost of Data Management, IT Management and Deployment through use of common infrastructure. All the Data Centres are integrated and in operation.

To ensure backup of each and every transaction for business continuity, Disaster Recovery Center (DRC) site was established. Existing data centers at Yojana Bhawan would be utilized as Near DR Site and DRC Jodhpur as Far DR site to ensure business continuity.

Details of the present data centres are as below:

Phases	Location	Approx. Server Farm Area	Rack Space	Date of start of operations	Type of Usage
Phase – 1 (Under NEGP)	1st Floor, IT building, Yojana Bhawan, Jaipur	1700 sq. Ft	45	27-06-2011	Development & Staging
Phase – II (E-Sign)	New Library Building, Secretariat, Jaipur	400 sq. Ft	3	15-07-2015	e-Sign DRC
Phase – III	3rd Floor, Yojana	2050 sq. Ft	78	15-12-2015	Near DR & NOC

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(State Fund)	Bhawan, Jaipur				
DR Site Jodhpur	Arora Circle, Jodhpur	2500 Sq.Ft.	80	27-07-2018	Far DR & e-Sign DC
Phase – IV	Jhalana Institutional Area, Jaipur	36000 sq. Ft	600	19-08-2019	Production Data Centre

Details of earlier approvals of SeMT:

1. The RSDC P-4 establishment project was placed in the **66th meeting of SeMT** held on dated 17-03-2017 wherein SeMT approved initial cost of Rs. 487.00 Crores (inclusive of the estimated IT Infrastructure cost of 100.00 Crores).
2. In **67th meeting of SeMT**, the committee accorded technical approval of the project with estimated cost Rs. 94.02 Crores for establishment of DR Site for State Data Centre at Jodhpur.
3. In **73rd meeting of SeMT**, the committee accorded revised technical approval of the project with revised estimated project cost of Rs. 709.35 Crores for RSDC P-4 for construction of RSDC P-4 and operational expenditure of the same.
4. In **74th meeting of SeMT**, the committee accorded revised technical approval of the project with revised estimated project cost for IT CAPEX and OPEX of Rs 760.00 Crores (500.00 Crores for CAPEX + 260.00 Crores for OPEX).
5. In **85th meeting of SeMT**, the committee accorded revised technical approval of the project with revised estimated project cost of Rs. 847.57 Crores (Rs. 361.57 Crore for **CAPEX** and Rs. 513.00 Crore for **OPEX**).

Present Scenario & proposed SoW:

RSDC P4 has four (4) modular Server Farm Area (called as POD) of 150 Racks' Space for each. POD-1 & POD-2 are located on 3rd floor & POD-3 and POD-4 are located on 1st floor. POD-3 has been utilized for migration of RSDC P1 and RSDC P3 infrastructure and applications of the State. Presently over 1,000 domains, including websites, applications, and portals are hosted in RSDC P-4 and all new production Infrastructure is being created in RSDC P-4. Additional compute, storage and network capacity upgrades are continuously required to implement new IT-Initiatives at RSDC P-4, Jaipur and DR Site, Jodhpur.

Currently, DoIT&C is in the process of adoption of data center automation tool. It will significantly reduce manual intervention and minimize the risk of downtime or security vulnerabilities. The tool will enable better resource optimization, ensuring that compute power, storage, and network resources are dynamically allocated based on real-time demand, thereby reducing costs and improving energy efficiency.

Also, RSDC is moving towards bare-metal servers from engineered machines. In the process, to enable fast and efficient execution of OLTP transaction, All-Flash storage would be needed soon.

Security Operation Centre has been established in 2018 to counter threat and attacks to keep the data secure in RSDC. Multi-layered security framework at RSDC is presently catering to security requirements of RSDC and all the networks (SecLAN, RajSWAN,

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RajNet, etc.) aggregating at RSDC, Jaipur. Presently, the ATS/subscription of all security devices installed at RSDC is expired, therefore, an RFP for upgradation of Security Operations Center has been floated and currently is in process.

DC-DR setup of all the applications is in process in phased manner which requires allocation of infrastructure at DR Site. DC-DR drill activity of approx. 190 applications/portals has been completed.

Keeping in view facts mentioned above, there is requirement of new compute, storage and network devices, software and some typical engineered machines for smooth functioning of BSDC, Jaipur and DR site, Jodhpur. Therefore, IT Infrastructure requirements need to be revised for future.

Financial Implication (for current proposal):

Estimated/ tentative year wise procurement cost has been prepared as follows:

(A) Estimated CAPEX for existing State Data Centre

State Data Centre P-4 is made operational and all production portals are being hosted in P-4. Further DR of portals are being made live therefore, CAPEX requirement is essential and inevitable for Rajasthan State Data Centre. Details of additional hardware/software licenses/SOC tools and its tentative cost is as follows:

(Rs. in Crore)

S.No	Particulars	2025-26	2026-27	2027-28	2028-29	2029-30	Total
1	Compute	10.00	15.00	15.00	20.00	20.00	80.00
	Servers (Blade along with Chasis/Rack/GPU) and Laptops etc.)						
2	Storage	10.00	8.00	8.00	10.00	12.00	48.00
	(SAN, NAS, DAS, All Flash Storage, SAN Switches, Director SAN Switch)						
3	Backup Software and Hardware	4.00	3.00	4.00	3.00	4.00	18.00
	(LTO, Backup Software, VTL, Tape Cartridge, Long term retention H/w modules etc.)						
4	Engineered Appliances	12.00	6.00	10.00	10.00	11.00	49.00
5	Automation, EMS, NMS etc.	10.00	5.00	5.00	5.00	10.00	35.00
6	Cloud Solutions	15.00	12.00	12.00	15.00	12.00	66.00

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	(VMWare etc.)						
7	Software/Licenses	10.00	8.00	8.00	10.00	12.00	48.00
	(Anti-Virus/End point security, Server OS Licenses, DB licenses (MySQL/PG-SQL/MS-SQL/Oracle/etc.), Linux OS, Windows-OS, EMS with Services Desk etc.)						
8	Networking	30.00	8.00	5.00	8.00	10.00	61.00
	(GSLB, Load Balancer, Internet Router, ToR Switch, Spine Switches, Internet Firewall, IPS, DC Firewall, SSL Visibility, 10GLAN Connecting Switch, Internet Link Load Balancer, Mgmt. Switch, NAC etc.)						
9	SoC and Security Tools	65.00	15.00	15.00	45.00	25.00	165.00
	(SYS Log Analyzer, Forensic, APT, SIEM, WAF etc.)						
10	Total (CAPEX)	166.00	80.00	82.00	126.00	116.00	570.00

(B) Estimated OPEX for existing State Data Centre

Rajasthan State Data Centre is hosting very critical data and information of state. Various software and hardware are being used to reside and cater this information. To secure, prevent, preserve and make available of this information is required to maintain this critical infrastructure. Therefore, Annual technical Support (ATS) from OEM is required to maintain and update of such infra.

(Rs. in Crore)

S.No	Particulars	2025-26	2026-27	2027-28	2028-29	2029-30	Total
1	ATS of hardware/ software & Subscription and SOC devices/Licenses	40.00	40.00	40.00	50.00	50.00	220.00
2	FMS and Manpower (IT + Non-	35.00	37.50	40.00	42.50	45.00	200.00

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	IT+SoC)						
3	PMU	4.00	4.50	5.00	5.50	6.00	25.00
4	VAPT & TPA (IT + Non IT) and other Audits/ Testing	3.00	3.25	3.50	3.75	4.00	17.50
5	Security	0.60	0.60	0.60	0.75	0.75	3.30
6	Gardening	0.15	0.15	0.15	0.15	0.20	0.80
7	Cleaning/Facility Services	1.00	1.00	1.00	1.25	1.25	5.5
8	Electricity & Diesel Expenses	20.00	22.00	24.00	26.00	28.00	120.00
9	Misc. Charge	2.50	2.50	2.50	2.50	2.50	12.50
10	Total (OPEX)	106.25	111.50	116.75	132.40	137.70	604.60

Summarized Financial Implication:

(Rs. in Crore)

S.No.	Particulars	2025-26	2026-27	2027-28	2028-29	2029-30	Total
A	Estimated CAPEX of existing State Data Centre	166.00	80.00	82.00	126.00	116.00	570.00
B	Estimated OPEX of existing State Data Centre	106.25	111.50	116.75	132.40	137.70	604.60
C	Total Cost (CAPEX+OPEX)	272.25	191.50	198.75	258.40	253.70	1174.60

Fund Management:

Expenditure would be met from SDC Budget Head of Department of IT&C.

The committee advised to coordinate with NIC, Rajasthan to take various required licenses from NIC (if available) to cut down the overall cost of the project.

The Committee accords technical approval on the project proposal having estimated cost of Rs. 1174.60 Crore.

5. Project : State Hub for Empowerment of Women "Mission Shakti" (WCD Dept.)

Under the 'Integrated Women Empowerment Programme, the Umbrella Scheme "Mission Shakti" is being initiated by the Ministry of Women and Child Development, GoI for the Safety, Protection and Empowerment of Women. Hub for Empowerment of Women (HEW)

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has been started at the state and district level under "Samarthya" sub-scheme under Mission Shakti, the program. 'HEW' is being operated **with 60:40 budget between Centre: State.**

Hub for Empowerment of Women (HEW) have been started at the State and District level to implement and monitor the CSS Schemes.

Function implementation and supervision of centrally sponsored schemes run in the state by the Ministry of Women and Child Development, Government of India will be ensured under one umbrella.

Schemes is being implemented at the level of Women Empowerment department:-

1. One Stop Centre
2. Women Helpline
3. Beti Bachao Beti Padhao

Schemes is being implemented at the level of I.C.D.S. -

1. Pradhan Mantri Matru Vandana Yojana
2. Palana- Creche - child Empowerment

Schemes is being implemented at the level of Social Justice and Empowerment:-

1. Shakti Sadan- Swadhar grah, Ujjawala Home
2. Shakti Niwas- Working Women Hostel

Sanction has been taken from Finance Department vide its I.D. NO. 162301582 dated 07.08.2023 to hire man power For State Hub for empowerment of women and District Hub for empowerment.

The details of manpower hiring under project is as follows:-

(a) State Hub for empowerment of women:

S.No.	Name of post	No post	Remuneration per month (with GST and other charges)	Work
1.	Gender Specialist (PMMVY)	01	48,470	Organize awareness campaigns involving grassroots level for gender equality and women empowerment using PPT, Video conference and other it tools. Monitoring, evolution, resolving portal related issues and other various works regarding PMMVY
2	Research & Training Specialist	01	48,470	Training and capacity building of field functionaries, elected women representatives using PPT, Video conference

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				and other it tools.
3	Office Assistant with computer Knowledge	01	30,478	Monitoring and reporting of Activities done at district level. Training and resolving issues related mission Shakti Dashboard.
4	Multi-Tasking Staff	01	26,048	Support the HEW tem for campaign and other administration work.
		Total	1,53,466	

Annual expenditure = 1,53,466*12= 18,42,592/-

(b) District Hub for empowerment of women:

S.No.	Name of post	No of post	Remuneration per month (with GST and other charges)	Work
1.	Gender Specialist	01	48,470	Organize awareness campaigns involving grassroots level for gender equality and women empowerment using PPT, Video conference and other it tools.
2	DEO for PMMVY	01	30,478	Organize awareness campaigns involving grassroots level for gender equality and women empowerment using PPT, Video conference and other it tools. Monitoring evolution and other various works regarding PMMVY.
3	Multi-Tasking Staff	01	26,048	Support the HEW tem for campaign and other administration work.
	Total		1,04,996	

Annual expenditure = 1,04,996*12*33= 4,15,78,416/-

Financial Implication:

Total project cost per annum = 18,42,592.00 + 4,15,78,416.00 = 4,34,21,008.00

Fund Management:

The budget is available with WCD Department and permission of Finance Department has been taken for hiring the manpower.

The Committee accords technical approval on the project proposal having estimated cost of Rs. 434.21 Lakh.

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6. Project : Scanning of Registration Documents and its Retrieval Mechanism for the Department of Registration & Stamps, Rajasthan

In view of the foresaid and considering great value of documents, the scanning of document was founded for making electronic copies of the old printed documents. The objectives of the scanning documents are both scanning old documents and developing efficient technologies of scanning old printed documents. Unlike technology of scanning modern documents, in order to develop an efficient technology of scanning old printed documents it is necessary to take into account all the particularities of dealing with such documents. One of the most important problems is safety provision of old documents in every respect. The other factor is the necessity of ensuring high scanning quality to enable the researcher to address to the original as rarely as possible. The third factor is the need of reliable storage preservation of the electronic copies of old printed documents, as well as establishing a suitable mechanism of the presentation these documents to the user.

The Department of Registration and Stamps, Government of Rajasthan intends to carry out scanning and indexing of old REGISTRATION DOCUMENTS for its 116 full time SROs and 543 Ex-officio SROs, in 18 circle across Rajasthan State.

The Department of Registration and Stamps is responsible for registration of various types of documents, related to property transfer.

In compliance of DILRMP and BRAP IGRS Department desires to appoint agencies for scanning and indexing of the Legacy deed documents. Such documents are currently available with the department in respective record rooms at SROs and few Offices. The data in the documents has to be entered in to the application which will be provided by the department.

Project Objectives

Scanned documents converted into electronic documents offer the following objectives: -

Availability of Registered Document on Public Portal for Citizen to View or Print.

- (i) To preserve the historical records, it has legal implications.
- (ii) To make available the copy of desired documents instantly.
- (iii) The records will make systematically and properly indexed.
- (iv) All can use the same file simultaneously therefore no need for photocopying the file.
- (v) Files can be used through standard software, no need for any special software,
- (vi) It would be cost effective & time saving for the citizen's requirements
- (vii) The copy of desired document from the respective district offices.
- (viii) To identify the actual availability of records.
- (ix) Storing the torn-work records as it is.
- (x) Quicker location and access to any documents and thereby faster customer service without having to search through store rooms and file cabinets.

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Brief Scope of Work

Currently significant volume of registration documents are currently available in various offices of IGRS Department as mentioned below:

S.No	offices	Type of Documents	Approx. Total volume of Documents / Pages
1.	Deed Documents availavle for Jaipur District in 22 Godam Office.	Registration Deed Documents	42.50 Lac Documents (Approx) (Approx 10 Pages per Document) / 4,25,00,000 pages or more

Details of Registration Documents to be scanned are as follows:

Sr. No.	Document	Tentative no. of pages to be scanned
1.	Registered Document Deed	8
2.	Check List	1
3.	Valuation Report	1
Total (per Document)		10

Note :- Jamabandi, Maps & ID Proof report attached with Registration document should not be scanned.

Scanning & Indexing of Registered Documents

Broadly, there are 3 stages in the entire scanning activity namely in which the following activities will be carried out –

Stage I - Pre scanning

- Setup of scanning and digitization facility at the End User Department's office
- Pre-scanning / Document preparation activities

Stage II - Scanning & Digitization

- Scanning & Digitization
- Quality Check of scanned images
- Documents Handover
- Indexing of scanned documents
- Metadata Quality Check
- Quality Check of 1% printouts
- Quality Check by Department

Stage III - Post Scanning & Indexing

- Delivery of final outputs
- Backup on External Drives (SSDs)
- Data upload at the Rajasthan State Data Center and Retrieval

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Detailed activities under each phase has been mentioned in the sections below: -

Stage I - Pre-scanning

- a. Setup of scanning and digitization facility at the End User Department's office
- The Service provider shall undertake detailed study to estimate adequate IT Infrastructure including scanning, digitization, printing, UPS, LAN for local storage of data, Required Bandwidth Connectivity etc. as required to be installed based on the size, type, number of documents to be scanned, digitized, meta-data creation at the SR Office ,DIG circle, District H/Q of Department's office.
 - Service provider is required to deploy sufficient manpower to carry out the task at each location for assigned work.
 - The Service provider shall setup adequate Computer, Equipment & Man Power to be deployed at identified locations in Districts for Scanning & Indexing work of SR Offices (as per no. of documents mentioned in separate annexure). At least two i3 or higher Desktop/Laptop computers having latest configuration and One or more ADF Scanners (Legal, A3, etc.) with high end scanning capabilities of 600-1200 DPI, up to 100 PPM, Paper Feed Capacity up to 500 sheets, 24 bit colour and at least one Flatbed/ Overhead/ Camera Scanner at each listed identified site/ location.
 - The Service provider will maintain workflow of everyday work of Scanning, Indexing & QC and will report through an Online Data Management System (DMS) from each site and provide/ install that DMS software at concerning SR Office, DIG office & Headquarter IG, Registration & Stamps, Ajmer for monitoring of every day scanning work.
 - Access/ View Facility of day to day ongoing work will be provided by Service provider to SRO, concerning DIG office & Head Quarter for monitoring of day to day work by vendor on a secure centralized server. VM server of Deptt. Installed at BSDC, DoITC, Jaipur could be used to upload scanned & indexed data everyday.
 - The Service provider will create ID & Password for using that DMS software
 - For IG as - Department Admin
 - Staff of Headquarter
 - DIG & their employees
 - SR & their employees for approval in case required.
 - Own (Service provider) staff
 - The Service provider will provide a QC module within the DMS software for quality & quantity check of Scanned documents and Indexing validation of Metadata of concerning document.
 - Considering the legal implications and security aspect of the Registration documents, the Service provider, shall setup a scanning facility equipped with necessary IT Infrastructure at the SR Office, DIG circle, District H/Q of Department's office.
 - The Service provider shall be responsible for Insurance/ security of the infrastructure/ material and manpower being deployed as per requirement for the execution of the project and also ensure minimum wages payment to

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deployed manpower as per rules.

- The Service provider shall be responsible for safety, security and confidentiality of the documents provided by IGRS Department.
- The Service provider shall submit a detailed Project Implementation Plan based on their requirement gathering and study conducted at various Offices of DIG circle, District H/Q of Department (DIGs/ SRO's Record Rooms) and present the Implementation Plan to the Department and then start allotted work.
- The Service provider shall make necessary arrangements for maintenance of IT infrastructure (Scanners, Desktops/ Laptops, UPS, Network setup, etc.) installed at his own cost and make sure the work shall not be stopped on any technical ground. Also to ensure completion of necessary activities within the target / agreed timeline.
- IGRS Department will provide adequate space with Basic Furniture required & Electricity to the Service provider as per availability.
- The Service provider shall arrange for necessary standby power backup/generator.

Prior to scanning process, there are number of activities that need to be carried out so that the documents are properly handled. Service provider should take special care to ensure that not even a single page of any document is lost/misplaced/damaged. The steps in this stage of the process are as follows:

b. Pre-scanning / Document preparation activities

Pre-processing of document would be the activities that are to be performed by the Service provider on the documents collected before they can be scanned. It shall include the followings

- Records would be scanned and digitized at the End User Department's identified locations premises and the Service provider shall be responsible for collecting them from different units of the Department to carry out the digitization work.
- Receive the documents along-with covering lists from department Officials. The documents would be received in lots as agreed mutually between the Service provider and the Department.
- The Service provider shall acknowledge the exact number and type of documents received from the Department.
- The Service provider shall be responsible for safety, security and confidentiality of the documents provided by IGRS Department.
- The Service provider will have to maintain Online DMS having Log Registers for receiving the documents and subsequent dispatch/handing over to the Authorized Officers/ Officials of the department.
- The Service provider will collect all documents mentioned in the scope of work from the concerned department official. It will maintain online Log Register for documents collected and returned to department officials. While collecting the document for scanning entered into the log register which contain at least the following details:
 - District Name & Code
 - Sub Registrar Name & Code

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- Book / Document type
 - No. of books
 - No. of Documents (in each book)
 - Name of the document collected
 - Size of the pages in document (A4, legal, A3, etc.) along with the count
 - Total number of pages in the document
 - Collected from (Name of Government Official)
 - Date of Collection
 - Signature of collecting authorized official of firm
 - Returned to (Name of Government Official)
 - Returned by (Service provider representative)
 - Actual date of return
 - Signature of receiving Govt. official
-
- After collection of documents by the Service provider, it would be responsibility of the Service provider to maintain and return the documents in their original form to the End User Department. Any damage to the documents collected shall make the Service provider liable for legal action as per law.
 - The Service provider shall check for the number of documents in a file in presence of the representative of End User Department.
 - The Service provider shall be responsible for removal of dust, removal of tags, pins, threads, rubber bands etc. and sorting & numbering of pages in the document file in the correct order.
 - The Service provider will carefully unfold and flatten the documents to eliminate creases and wrinkles.
 - The Service provider shall take special care in preparing the documents which are not in good physical condition.
 - As part of the document processing stage, the Service provider shall be responsible for de-stapling, un-binding and straightening of the documents.
 - Repair the documents for scanning using transparent cello-tape or other adhesive or enclosing the documents in plastic pouches (depending on the importance and condition of the documents) which may not decrease the transparency/visibility of the document.
 - The Service provider shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together.
 - Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by each unit of the End User Department based on the nature of the documents being scanned and that unit's workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (with e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.
 - Service provider shall provide a Serial Number to each page of document by pencil and maintain missing page details in a register along with DRN (document Registration Number).
 - Once the scanning is completed, all the registers/ books shall be done in

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original form (rebinding, re-stapling etc.)

- The Service provider should conduct thorough quality check before sending any document for scanning. It is mostly a visual quality check of the records for visibility, readability etc.
- It should be checked that all files/books have top sheet attached to them
- It should be noted that all pages have been numbered
- It should also be checked that they are not torn or ragged
- It should be checked that there are no folds
- It should be seen that they are dust free
- It should be checked that all damaged documents have been repaired and scan ready
- It should be checked that is there any important data loss due to tight binding.

Note: *The Service provider should note that cello-tape used should not lead to shining of the output. The cello-tape should be such that the data underneath is not lost and also images do not have shine marks. The Service provider will take guidance from the concerned department officials of the record room on files which needs to be defiled or where stapler pins/clips should be removed, even though it may be mentioned on the top sheet by the department. The Service provider will re-bind the documents after scanning activity is over and submit it to the concerned department officials in acceptable manner.

Stage II – Scanning & Digitization

a. Scanning & Digitization

- The size of documents may vary from Legal and A3 etc.
- The selected Service provider shall arrange adequate infrastructure to scan and digitize documents.
- The scanning work shall commence within 15 days from the date of issuing of work order.
- The Service provider must ensure that the scanning equipment will be of such quality so that they do not damage the documents in any manner.
- Feeding the covering list into the computer and checking the documents for discrepancy, if any, between the documents and its covering list provided by the department.
- Scanning the pages of registry and putting them in the same batches together as they were received along-with the covering list indicating discrepancies, if any.
- The Service provider will have to ensure that the entire work of scanning, data entry is done at the site and that no documents are taken out of the site at any time.
- Quality control of the scanning work will be an important aspect and the Service provider will employ sufficient personnel to ensure good quality of output.
- As the said work is very confidential and involves high responsibility, the Service provider is solely responsible for its security and confidentiality.

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- The scanning of all documents shall be conducted at 200-300 dpi in Colour. In case document quality is not good, the DPI should be increased to 400/600/ or better to get better scan copy of the images.
 - a) 200 dpi in colour. (In case legibility of the characters is not proper, the Service provider should scan at higher dpi. No extra payment for the same shall be made)
 - b) Image should be stored in PDF/A format.
 - c) Image orientation should be upright.
 - d) Image should be clean and free of noise.
 - e) Legibility features should be good.
 - f) Image should not be skewed or warped.
 - g) Images Should Be Scanned In Such A Way That Printout of Image On Paper Will Be Clean And Legible On 1:1 Scale
- High End Scanners with scanning capabilities of 600dpi or better need to be used to scan bad conditioned documents. Service provider need to ensure that Automatic Curvature correction (Correction of curved texts at center- binding), Automatic finger masking (erasing of images of fingers holding pages) and Auto-erasure of centerline shadows are applied to achieve a good quality of scanned image. Service provider need to provide detailed specifications/ make/ model of the High-end scanner proposed to be used for the project.
- Scanning Records may be scanned using Flatbed/ ADF scanner/ Book scanner on Identified SR Office only. The choice of scanner depends completely on the condition of the document. In case the document is torn and cannot be fed in the sheet feeder, then Flatbed scanner should be used. In case, the document cannot be scanned using any type of scanner, book scanners can be used as image capturing device.
- While scanning, the sheet has to be fed in straight upright position and smoothened so that no folds are generated while scanning. In the flat-bed scanner, the document has to be laid flat on the glass, smoothened and scanned; and bulging should be avoided.
- Service provider should inform department official about illegible textual records, departmental officials will guide the Service provider as to how such documents should be scanned.
- The file naming convention/codification/tagging convention should include attributes to identify the SR keeping in mind that the system may get upgraded to an enterprise system. The naming convention should be discussed with and approved by the department.
- The scanned documents/Images shall be converted into PDF or JPEG or other standard formats as per the requirement of the department.
- All the pages of a single file have to be merged together to generate an exact replica of the physical file. The individual / merged documents should be represented in a PDF/A searchable file format for archival storage purpose.
- The Service provider shall use Lossless Compression Techniques as per open standard format for documents.
- The Service provider will be responsible for quality assurance and will go

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through all documents to see if they are complete and legible.

- The Service provider will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return.
- The Service provider's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/distortions.
- The Service provider shall perform following image enhancement activities (as and when required to enhance readability):
 - The Service provider shall ensure that the quality of scanned images are enhance to the optimum level.
 - The Service provider shall perform skew, de-skew activities on the scanned document to make the image straight.
 - The Service provider shall carry out cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text.
 - No document shall be scanned more than once and any page shall not be deleted if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp imprint (impression).
 - The Service provider will deploy its own human resources for all the above mentioned activities.
 - The Service provider will deploy adequate number of skilled manpower resources to complete the job within the specified time as per work volume.
- The files / documents will not be allowed to be removed from premises allocated to successful Service provider. Suitable hardware infrastructure/facilities have to be established onsite at the premises that shall be allocated to do the scanning work.
- Storage of the scanned copies of the records in the Server and making them available to the **server based digital Online Document Management System software by the Service provider** for easy retrieval & for tracking Daily Work Progress to SR/ DIG/ HQ level.
- Service provider have to send Daily Status Report to IGRS, Ajmer duly verified and signed by SR.

b. Quality Check (QC) of scanned images

Quality and quantity check after scanning is always required, Images approved through this cross checking will lead to movement of documents to metadata entry phase through proper software application. QC activities in this stage are:

- Quality check should be done on a daily basis along with scanning and QC information updated to Online Document Management System (DMS) provided by Service provider.
- The Service provider shall print minimum 1% of the scanned document but not exceed 3% of the scanned document (as identified by departmental officers/officials) for sample checking to be done by the departmental officials to ensure quality scanning. However the Department may review and verify soft

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copy of the digital documents at random as part of the QA / QC process without having any restriction of volume of documents.

- Service provider should check that no page has been scanned twice and no blank page should be scanned. Payment for such extra scanning will not be made to the Service provider.
- Scanned records should be checked for DPI, Image Quality, Format, Noise removal etc.
- Service provider should do 100% on screen validation for all scanned images and submit the log for 100% QC work done along with QC certificate.
- Post 100% QC by Service provider, 100% on screen QC will be done by SR officials
- Images should be scrutinized by Service provider in detail for any other kind of issue in the scanned images
- Service provider should note that the scanned images will be printed later for serving to citizens. So the quality of image should not be compromised and it should be exact replica in size.
- Service provider will maintain an online register of all the documents which have been rejected in 1st level QC those documents will be Scanned again and taken up for 2nd level QC.
- The Service provider shall generate a report identifying mismatch between the number of documents submitted for scanning and number of documents scanned.

c. Documents Handover

After completing quality check of scanned images both by Service provider and SR officials, all the documents should be handed over back to the Sub Registrar (SR) official / or Office where documents are kept and belongs to, in their original condition and bind properly in arranged manner. Appropriate entries should be made in the inward/outward register mentioned earlier in presence of the Service provider representatives and SR officials. Return of documents entry should be maintained online through developed software.

Note: Under no circumstance's documents shall be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to legal action as per law. Thus, the Service provider should take utmost care of the documents taken for scanning.

d. Indexing of scanned documents

- After documents/images are scanned and stored, they would be indexed using manual entry. The Service provider will create metadata required for indexing as per the requirement of the End User Department unique Metadata fields as mentioned in the below table.

S.N.	Field Description	Field Type	Field Size
1	District Code	N	02
2	SRO Code	N	03

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3	Document Number	C	15
4	Registration Number	C	15
5	Date of Registration	D	10 (dd/mm/yyyy)
6	Seller name	C	25
7	Purchaser Name	C	25
8	Plot No./ Khasra No.	C	35 (Separated by Semi Colon ;)
9	Property Address	C	50 (Separated by <Spaces>
10	Main Type of Document	N	03
11	Sub Type of Document	N	03
12	Book No.	N	01
13	Volume No.	N	04
14	Additional Book Vol. No.	N	05
15	Total No. of Pages in Document	N	02
Total			198 Characters

District Code & SR Code details are to be provided by the IGRS.

- The Service provider will have to link the scanned documents with respective metadata record in the system using unique metadata fields as mentioned above.
- The Service provider will establish procedure (Maker - Checker) for ensuring highest level of accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of scanned documents from digital storage media. Once all documents are verified and pass Service provider's quality assurance phase, they will be stored at local work station / low-end server to be installed at each office location till the digitized data along with indexes and metadata to be stored in e-Panjiyan / Big Data system hosted at State Data Centre Jaipur.
- The Service provider shall establish an efficient mechanism to follow a standard method for creating Document ID / File ID and associate indexes and metadata to be stored in structured manner. For local storing metadata, the Service provider may follow any standard database tool having searches, analysis and portability facility in the future.
- Service provider should ensure high security in handling data by its operators and project managers. He will ensure that none of the desktops used for scanning and metadata entry have USB ports, CD Drives or USB ports and CD Drives are blocked. Data transfer should be allowed only from Operation Servers. All scanned images should be transferred under the supervision of the Procuring Entity's designated persons. No document/ scanned images should move out of the premises, without consent and supervision of designated Officials.
- The Finally verified and certified Meta data shall be supplied by the bidder in industry standard database format as per the need of department for future usage in an external drive.

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e. Metadata Quality Check

Quality check after metadata entry is very important. Images clearing this QC will lead to submission of the documents to SR for acceptance. QC activities in this stage are:

- The Department shall designate Nodal officials at SR & DIG level, who would undertake rigorous QA / QC process
- The Service provider should check the documents that whether all required metadata fields have been captured or not and the metadata captured is correct.
- The Service provider should do 100% on screen validation and submit log for 100% QC work done along with QC certificate •
- Post 100% QC by Service provider, SR officials will perform 100% QC on metadata The Service provider should also suggest their quality plan to the SR over and above the quality checks mentioned here.
- 10% of total documents QC will be done by concerning DIG officials.
- 02% QC will be done by Headquarter officials randomly from 10% Documents QC done by concerned DIG and 1% randomly QC of Total Documents by HQ.
- Total number of digitized documents (post scanning and meta-data cataloguing), which would undergo rigorous QA / QC process including:
 - Readability of the document in digital / scanned image : In case any discrepancy is found in the quality of the image, the Service provider shall be responsible to rescan the document and follow all the above mentioned activities (as required) without any additional financial implication to the Department
 - Completeness / Correctness of Meta-Data: The QA/QC process shall also include random check of the completeness / correct meta-data being created against each document. In case any discrepancy is found, the Service provider shall be responsible to make necessary correction without having any additional financial implications to the Department
- Quality Check (QC) to be done by the Service provider on the completed work to confirm if documents are in order provided by the SR officials.
- Service provider will deploy his staff for verification work simultaneously after completion of Scanning & Indexing work of concerning SR.
- QC personnel will check the Image Clarity, Meta Data and Completeness of the Document & Count the Physical Images with the Digitized Images.
- In case there is a discrepancy between Physical Image, Scanned Image and meta data then the discrepancy need to rectify again without having any additional financial implications to the Department

Note:

- The Service provider will provide an online QC module within the DMS software for quality check
- The Service provider should also install software instances on computers as desired by SR officials for quality check purpose
- The Service provider will appoint skilled and qualified manpower for QC purpose. Manpower utilized by Service provider for QC, scanning & metadata

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entry work should be different, to ensure that one person performs scanning or metadata entry work, whereas another person performs Quality Check.

- The Service provider will provide minimum two computers exclusively to SR officials during the project for QC activities of the SR data. The computers will also be loaded with the scanned images and metadata. In case 2 computers are not enough to complete QC in the stipulated time frame, more computers may have to be deployed by the Service provider.
- All records unacceptable by SR having improper image, missing & wrong metadata and these records should be rescanned and re-entry of metadata to be performed by the Service provider. Remuneration will not be paid for all such rescanning & meta data entry of documents.
- At monitoring /supervisory level the scanned document is to be viewed simultaneously with meta data entry page, for which monitor size of the computer system should be atleast of 21 inches.

f. Quality Check of 1% printouts

The Service provider will be required to handover 1% sample printout of record at the end of scanning indexing work for quality check, after completion of QC of metadata entry. This will comprise of proportionate all sizes record. Service provider should ensure timely submission of images for QC to the SR officials.

It is further to be noted that –

- (i) Contents of scanned documents is an exact replica in size of the original paper document.
- (ii) Printout should be provided in the same page size as that of the original document
- (iii) In case the printout is rejected, such reasons should be documented and shared with the SR officials. Service provider would rectify such errors and re-submit the printouts for verification.

g. Quality Check by Department

Once the scanning, reviewing and the QC at the Service provider level is complete there will be a three tier system for the departmental QC of the scanned records:

- The documents will go to the queue of SR System automatically shows up 100% pages to SR for QC. If SR finds any issue the case is assigned back to respective team in charge.
- 10% of total documents QC will be done by concerning DIG officials.
- After QC by SR & DIG level, Head Quarter will Randomly check 2% from 10% Documents QC done by concerned DIG and 1% randomly QC of Total Documents by HQ. Of Scanned and Indexed records.

Stage III - Post Scanning & Indexing

On completion of Scanning & Indexing activity, following activities are to be performed:

a) Delivery of final outputs- The Service provider will submit the following final deliverables to the department: -

- Scanned documents along with metadata to be operational using DMS application on uploading data at SDC (DoIT&C) Jaipur.

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- Scanned documents are to be delivered in PDF/A format
- Metadata will be submitted in database format whereas images in file structure Format
- After scanning, the physical document would be pinned together/tagged/bound in the same form as it was given for scanning by the individual SR of the department at the end of the process.
- The Service provider shall return all the documents / files in their original form to the department.
- Each page shall be serially arranged and shall be counted while handing-over the documents back to the department.
- Service provider will get a completion certificate from the concern SR officials & Sub Registrar then concern DIG and provide this certificate to Headquarter along with data mentioned in that certificate.

b) Backup on External Hard Disk:-

The Service provider will provide 2 sets of complete Backup of Scanning & Indexing work of concerned office on External Hard Disks (either of storage capacity 2 TB or 1 TB) of each District.

SET 1 : will be kept in secured custody of the District HQ Sub Registrar

SET 2 : will be provided to IGRS Ajmer as a backup copy for verification & future use.

c) Data upload at the Rajasthan State Data Center and Retrieval-

All the scanned data is to be hosted on State Data Centre Jaipur. The Service provider shall ensure that scanned data should be uploaded on e-Panjiyan Application as well as Big Data System hosted at the State Data Center for digital preservation/ storage after collecting necessary QA/QC clearance approval from the IGRS Dept. by assisting departmental designated officers. The scanning activity for a SR will only be considered as complete when all the scanned data along with metadata is replicated at the State Data Center. The Service provider will also assist in showcase retrieval of uploaded documents at SDC.

Work Plan

Digitization work will be monitored at DIG level. DIG office will generate instruction for their subordinate's offices. How work will accomplished at DIG level is given below:

1. All SRs will bring documents at DIG level.
2. At DIG level pre-scanning work will done by firm employees.(work specified previously)
3. After pre-scanning work, Actual scanning will be done by firm employees. Image verification work will be done by SR employees.
4. Indexing work will be done by firm employees as prescribed previously. And index data or Meta data will be verified by SR employees. If any error found in data, firm employees will check same time and generate a report of completion of the work.
5. Final image verification and Meta data checking will be done by DIG level employees.
6. Meta data and images of documents will be uploaded on server by IG office.
7. After completion of the work, Document will be handover to concern office after

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binding.

Financial Implication:

S. No.	Item Description	Total Documents	Rate Per Documents (Approx.)	Document to be scanned	Amount (Rs.) in Crore (Approx)
1.	Price for Scanning & e-cataloging, inclusive of all relevant work like scanning, editing, format conversion, data entry for indexing / e-cataloging, upload, Book unbinding, Binding etc. with required Hardware and Software.	42.50 Lacs (10 Pages per document)/ 4,25,00,000 pages or more	30 Rupees Per Document	35 Lacs (10 Pages per document)	10.00
Total Project Cost					10.00

Fund Management:

Expenditure would be met from the fund available under the DILRMP Scheme of Govt. of India.

The committee advised to incorporate AI tools in the aforesaid work of scanning documents for efficiency and better results and also advise to keep provision for storage infrastructure.

The Committee accords technical approval on the project proposal having estimated cost of Rs. 1000.00 Lakh.

Meeting ended with the vote of thanks to the chair.

This bears the approval from competent level.

(Akhilesh Mittal)
Technical Director

Copy for information and necessary action to:

1. PS to Addl. Chief Secretary, Finance Dept., Rajasthan, Jaipur
2. PS to Secretary, Planning Dept., Rajasthan, Jaipur

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3. PS to Secretary, Labour, Factory & Boiler Inspection & Medical & Health Services (E.S.I.) Dept., Rajasthan, Jaipur
4. Sr. PS to Secretary and Commissioner, Dept. of IT&C, Jaipur
5. PS to Inspector General, Registration & Stamps, Rajasthan, Ajmer
6. PS to Director, State Insurance and Provident Fund Department, Rajasthan, Jaipur
7. PA to Additional Inspector General (Admin), Registration & Stamps, Jaipur
8. PA to Commissioner, Women Empowerment Department, Jaipur
9. PA to Joint Secretary, Finance (Expenditure-III) Dept., Raj., Jaipur
10. PA to Joint Secretary, Finance (Insurance) Department, Rajasthan, Jaipur
11. PA to Director, Directorate of Employment, GoR, Jaipur
12. PA to Director (Technical), RISL, and Chairman, Technical Committee, Dept. of IT&C, Jaipur
13. Shri Y.K. Jain, Technical Director, Dept. of IT&C, Jaipur
14. Shri Mukesh Arora, Technical Director, Dept. of IT&C, Jaipur
15. PA to Chief Inspector of Factories & Boilers, Factories & Boilers Inspection Dept., Jaipur
16. PA to Director, LNMIIT, Jaipur
17. PS to DDG & SIO, NIC, Rajasthan, Jaipur
18. Smt. Poonam Choudhary, Chief Accounts Officer, Dept. of IT&C, Jaipur
19. Shri Kailash Chand Sharma, Addl. Director, Women & Child Development Dept., Jaipur
20. Shri Suresh Kumar Meena, Project Director, MADBY, SI&PF Dept., Jaipur
21. Shri Pradumna Dixit, S.A. (Joint Director), Dept. of IT&C, Jaipur
22. Smt. Monika Chaudhary, S.A. (Joint Director), Dept. of IT&C, Jaipur
23. Smt. Shripal Khawal, S.A. (Joint Director), SI&PF Dept., Jaipur
24. Shri Ashutosh Gautam, A.C.P.(Dy. Director), Employment Dept., Jaipur
25. Shri Ravi Bhati, A.C.P.(Dy. Director), Dept. of IT&C, Jaipur
26. Shri Subhash Chandra, Programmer, Factories and Boilers Inspection Dept., Jaipur
27. OIC- Website to upload the MoM on the website of DoIT&C

Technical Director

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Annexure-"A"

105th Meeting of SeMT held on 06-03-2025 - List of Attendees

S. No.	Name of officer	Designation
1.	Smt. Archana Singh	Secretary & Commissioner, Dept. of IT&C/ Chairperson, SeMT
2.	Shri Vivek Kumar	Additional Inspector General (Admn.), Registration & Stamps, Jaipur
3.	Smt. Neetu Rajeshwar	Commissioner, Women Empowerment Department, Jaipur
4.	Shri Anil Kumar Singh	Director (T), RISL, Jaipur
5.	Shri Akhilesh Mittal	Technical Director, Dept. of IT&C, Jaipur
6.	Shri Sanjay Singhal	Technical Director, Dept. of IT&C, Jaipur
7.	Shri Jitendra Verma	SIO, NIC, Rajasthan, Jaipur
8.	Shri Harish Kumar Gupta	Chief Inspector of Factories & Boilers, Factories & Boilers Inspection Dept., Jaipur
9.	Smt. Poonam Choudhary	Chief Accounts Officer, Dept. of IT&C, Jaipur
10.	Shri Kailash Chand Sharma	Addl. Director, Women & Child Development Dept., Jaipur
11.	Shri Dhanpal Khengar	Joint Director, Planning Department, Rajasthan, Jaipur
12.	Shri Suresh Kumar Meena	Project Director, MADBY, SI&PF Dept., Jaipur
13.	Shri Om Prakash Jatawat	S.A. (Joint Director), Dept. of IT&C, Jaipur
14.	Shri Pradumna Dixit	S.A. (Joint Director), Dept. of IT&C, Jaipur
15.	Smt. Monika Chaudhary	S.A. (Joint Director), RISL, Jaipur
16.	Shri Jagdish Nirwan	Joint Director, Employment Dept., Jaipur
17.	Shri Satish Chand Gupta	AO, Finance Department (Exp.-III), Rajasthan, Jaipur
18.	Shri Ashutosh Gautam	A.C.P. (Deputy Director), Employment Dept., Jaipur
19.	Shri Ravi Bhati	A.C.P.(Dy. Director), Dept. of IT&C, Jaipur
20.	Shri Subhash Chandra	Programmer, Factories and Boilers Inspection Dept.,

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		Jaipur
21.	Shri Chandra Veer Charan	SIFB, Factories and Boilers Inspection Dept., Jaipur

End of Document

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