

No.:F5.501(1428)/DoITC HQ/2024

Dated: Signed Date

**Minutes of 110<sup>th</sup> meeting of SeMT dated 03-11-2025**

The 110<sup>th</sup> meeting of the State e-Governance Mission Team (SeMT) was convened under the Chairpersonship of Secretary & Commissioner, IT&C on 03<sup>rd</sup> November, 2025 in Committee Room, 2<sup>nd</sup> Floor, IT Building, Yojana Bhawan Campus, C-Scheme, Jaipur. List of participants is enclosed at **Annexure -"A"**.

Agenda Item(s) discussed during the meeting are indexed as follows:

(Rs. in Lakh)

<b>Sr. No .</b>	<b>Project Proposal Name</b>	<b>Department/ Organization</b>	<b>Estimated Cost</b>
1	Procurement of ICT items under Digital Learning Lab (DLL) initiative	HCM RIPA	80.00
2	IT Enablement of Electrical Inspectorate Department	Electrical Inspectorate Department	106.33
3	Establishment of E-Marketplace & its Operations for Rajeevika	Rajasthan Grameen Aajeevika Parishad, Rural Development Department	400.00
4	Digitization of Historical Scripts	Rajasthan State Archive Department (RSAD), Bikaner/ Art and Culture Department	325.00

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The following project proposals were discussed in the meeting:

**1. Project : Procurement of ICT items under Digital Learning Lab (DLL) initiative (HCM RIPA)**

**Introduction:**

The HCM Rajasthan State Institute of Public Administration (HCM RIPA), Jaipur, is the apex training institute of the Government of Rajasthan. Established originally in 1957 as Officers Training School (OTS), it has since evolved into a premier institute offering training, capacity building, and policy research to a wide range of public functionaries across the state. HCM RIPA caters to the training needs of civil servants at all levels — from probationary officers to senior level officers — and also functions as a resource and knowledge center on governance, management, and public policy.

In addition to its main campus in Jaipur, HCM RIPA coordinates activities with four regional training centres (RTCs) located in Kota, Udaipur, Jodhpur, and Bikaner. However, the Digital Learning Lab (DLL) proposed under this initiative will be established **only at the Jaipur campus**, which will serve as the centralized hub for high-quality digital content production.

This initiative aligns with the Government of India's vision to modernize training infrastructure and support platforms like iGOT by leveraging digital tools. The proposal seeks to establish a state-of-the-art studio facility for recording lectures by renowned faculty members, which will be used for online capacity-building programs and shared across digital platforms.

**Objectives of Procurement:**

- To enhance capacity for content creation, digital learning, and hybrid training delivery.
- To develop studio-based e-learning content at Jaipur and regional centres.
- To create a lab for recording of lectures delivered by excellent faculties for the iGOT platform.
- To meet the evolving needs of digital governance and training as per DoPT, GoI guidelines.

**Details of the items proposed for procurement is as under:**

The specifications of hardware and software has been recommended by Department of Personnel and Training, Government of India.

(Amount in Rs.)

<b>Estimated Cost Breakup for Setup of Digital Learning Laboratory</b>				
<b>Name of ATI: - HCM Rajasthan State Institute of Public Administration, Jaipur</b>				
<b>S.NO.</b>	<b>Particulars</b>	<b>Admissible quantity</b>	<b>Maximum Unit Price</b>	<b>Maximum Admissible amount</b>
<b>Part A</b>	<b>Cost Breakup for setup of each digital lab (Bill of Materials for each digital lab)</b>			
1	Digital Camera & Camcorder	1	5,00,000	5,00,000
2	Microphone Setup	1	2,00,000	2,00,000

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	with noise cancelling			
3	Tablet /iPad	1	1,00,000	1,00,000
4	Video Editing Software (3 Year License)	2	1,50,000	3,00,000
5	Digital designing Software (3 Year License)	2	1,00,000	2,00,000
6	Computer	4	1,50,000	6,00,000
7	Laptop	1	1,00,000	1,00,000
8	Storyboarding Software (3 Year License)	1	1,00,000	1,00,000
9	Display Screen	1	1,00,000	1,00,000
10	Teleprompter	1	50,000	50,000
11	Lightning Equipment	1	1,50,000	1,50,000
12	Backdrop Setup	1	35,000	35,000
13	Other Miscellaneous Items	1	2,46,665	2,46,665
14	Cost of Commissioning and Delivery	1	4,00,000	4,00,000
15	AMC for 3 years(post one year warranty- 215717 per year)(per year estimated rate(A) of 7%)			6,47,150
<b>Total</b>				<b>37,28,815</b>
<b>Applicable GST @18%</b>				<b>6,71,187</b>
<b>Grand Total (Part A)</b>				<b>44,00,001</b>
<b>Part-B</b>	<b>Cost Breakup of Manpower (only first year of setup of Digital lab)</b>			
1	Lead Instructional Designer (Curriculum Design and Instructional Design)	1	1,75,000	21,00,000
2	Learning Designer	1	1,25,000	15,00,000
<b>Total (Part B) - including taxes</b>				<b>36,00,000</b>
<b>Grand Total (A + B)</b>				<b>80,00,001</b>
<b>Grand Total (A + B) (Round off)</b>				<b>80,00,000</b>

**Required Qualification for Manpower submitted by HCM-RIPA:**

<b>S.N .</b>	<b>Manpower Category</b>	<b>Educational Qualifications</b>	<b>Experience Requirements</b>
1	Lead Instructional Designer	Master's Degree in (any one) Instructional Design/Educational Technology/Curriculum & Instruction/Learning Sciences/Digital Education / eLearning	<ol style="list-style-type: none"> <li>5-10 years of experience in instructional design, ideally in digital/online learning environments.</li> <li>At least 2-3 years in a leadership or lead designer role</li> <li>Proven experience designing curriculum for:</li> </ol>

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<b>S.N .</b>	<b>Manpower Category</b>	<b>Educational Qualifications</b>	<b>Experience Requirements</b>
			<ul style="list-style-type: none"> <li>○ LMS platforms (e.g., Moodle, Canvas, Blackboard)</li> <li>○ eLearning software (Articulate, Captivate, etc.)</li> </ul> <p><b>Certifications:</b></p> <ol style="list-style-type: none"> <li>1. Certified Instructional Designer/Developer (CIDD).</li> <li>2. Project Management Professional (PMP).</li> </ol>
2	Instructional Designer	Bachelor's Degree in (any one): Instructional Design/Educational Technology/Curriculum & Instruction/Learning Sciences/Digital Education / eLearning	<ol style="list-style-type: none"> <li>1. 3-5 years of experience in instructional design, ideally in digital/online learning environments.</li> <li>2. Proficiency in models like <b>ADDIE, SAM, Bloom's Taxonomy or similar.</b></li> <li>3. Experience with <b>LMS platforms</b> like Moodle, Canvas, Blackboard or similar.</li> </ol>

**Includes:**

- 2 Consultant deployment cost for 1 year: Rs. 36,00,000
- AMC cost for three year: Rs 6,47,150

**Financial Implication and Fund Management:**

Total proposed cost: **Rs. 80,00,000 (i.e. Rs. 80.00 Lakh)**

Contribution structure (proposed):

- 90% by DoPT, GoI: Rs. 72,00,000
- 10% by CMS, HCM RIPA: Rs. 8,00,000

**Vide Letter No. 16574 dated 31-10-2025, HCM-RIPA requested to remove the project proposal from the agenda of the 110<sup>th</sup> meeting of SeMT as HCM-RIPA received recent communication from the Department of Personnel and Training (DoPT), Government of India that:**

1. The setting up of the Digital Learning Lab (DLL) at HCM-RIPA will now be undertaken directly by Karmayogi Bharat under the revised modalities.
2. The equipment and other necessary infrastructure for the Digital Lab will also be provided and installed by Karmayogi Bharat.

**Therefore, the Committee deferred the project proposal.**

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**2. Project : IT Enablement of Electrical Inspectorate Department (Electrical Inspectorate Department)**

Initially Project was intended to computerize business process/day-to-day activities in perspective of need assessment of day-to-day business activities and mandate of Rajasthan Electrical Inspectorate Rules, 2016.

Following applications are being maintained by RISL

- A) Electrical Inspectorate Department (EID) portal is being used by Electrical Inspectorate Department was developed by RISL for Online Comprehensive Integrated System for Renewal/ Issuance of e-signed License/ Permits/ Certificates for Wireman-Lineman, and Supervisor, and Contractor from Electrical inspectorate.
- B) CEIG Drawing application is being used for approval of an electrical map, which industries and companies in the state submit to the EID department for approval of their electrical line, wiring, earthing, transformers, etc.
- C) The Electrical Inspectorate (Transformer and Generator) application is also utilized by the EID Department for the approval of transformers and generators across both government and private sectors.

Currently RISL team is working on maintenance and regular updation of EID Applications as being suggested by department officers.

**(A) Previous SeMT Details -**

In the 65<sup>th</sup> SeMT meeting held on 16-02-2017; approval was accorded for IT Enablement of Electrical Inspectorate Department project along with estimated cost of the project (Hardware and Software) as Rs. 99.48 (Rs. in Lakh) where in expenditure would be met from Backend and New Projects budget head of Department of IT&C.

<b>Sr.No</b>	<b>Particular</b>	<b>Estimated Cost (Rs. in Lakh)</b>
1	Software	45.49
2	Hardware	53.99
<b>Total</b>		<b>99.48</b>

Further, as per requirements, SoW has been revised time to time for project.

**(B) Details of UC to DoITC**

1. UC no. F4.3(126)/RISL/Tech/2014-15/1179 Dated 19-05-2022 Amount Rs. 30,21,937.00
2. UC no. F4.2(303)/RISL/Tech/2017/1414 Dated 31-05-2023 Amount Rs. 12,16,365.00

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3. UC no. F4.2(303)/RISL/Tech/2017/3944 Dated 21-08-2024 Amount Rs. 06,95,331.50  
 4. UC no. F4.2(303)/RISL/Tech/2017/1565 Dated 10-06-2025 Amount Rs. 12,49,710.00

**(C) Expenditure in FY 2022-23, 2023-24 and 2024-25**

- Expenditure in FY 2022-23 was Rs. 6,00,141.00 (excluding RISL Service Charge)
- Expenditure in FY 2023-24 was Rs. 5,96,862.00 (excluding RISL Service Charge)
- Expenditure in FY 2024-25 was Rs. 14,82,116.50 (excluding RISL Service Charge)

**(D) Funds Received from DoITC Back End budget till date-**

- As per approval of 65<sup>th</sup> SeMT, Rs. 40,94,280.00 was received from DoIT&C budget head "Backend & New project" vide Sanction No. F5(1019)/ DoITC/ Tech/ 16/ I/ 65600/ 2017 dated 08-03-2017.
- Subsequently, on request of Electrical Inspectorate Dept. fund for F.Y. 2022-23, Rs. 17.50 Lakh was received from DoIT&C budget head "Backend & New project" vide Revised Administrative Sanction No. F.5(1019)/ DoITC/ Tech/ 16/ 02164/ 2022 Dated 28/03/2022.
- A Revised Administrative Sanction No. F.5(1019)/DoITC/Tech/16/ML-486 Dated 24/04/2023 was issued for FY 2023-24, for Rs. 10.00 Lakh.
- An amount of Rs. 3.00 Lakh was received in F.Y 2024-25, from DoIT&C budget head "Backend & New project" vide Revised Administrative Sanction No. F.5(1019)/DoITC/Tech/16/ML-486 Dated 24/04/2023

**(E) Total Funds Received in project since inception and total expenditure made till date -**

- Total Fund Received from DoITC Back-End since inception was Rs. **61,44,280.00** (Rs. 40,94,280.00 + Rs. 17,50,000.00 + Rs. 03,00,000.00)
- Total expenditure booked as per submitted UC was Rs. **61,83,343.50/-** till 04-Mar-2025.

**(F) Brief Scope of Work :-**

- **EID application** -
  1. Updation and Enhancement of the EID application, as per the requirement of the department.
  2. Handling urgent change requirements and FMS of the existing applications.
  3. Payment Related Upgradation.
  4. Addition of search functionality which allows users to search Wireman/Supervisor by Application ID/Permit No., name, or district, with detailed profiles and associated contractors shown in results.

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5. Addition of search functionality which allows users to search Contractors by Application ID/License No., name, or district, with detailed profiles showing firm info, license details, status, and associated wiremen/supervisors.
6. License Suspension/Reinstatement Functionality of Contractors by SEI with Reason, Order upload, and Date input.
7. Improvement of interface by adding a side menu for smoother navigation and better user experience.
8. A "Staff History" section showing current and past Wiremen/Supervisors on the Contractor panel is to be developed.
9. Redesign of current dashboard in EID application.

- **CEIG Drawing application** –

1. Updation and maintenance of CEIG Drawing application
2. Incorporating changes in existing drawing application modules as per requirements.
3. Provision to send SMS alerts to applicants at various phases including when: An objection is raised or an application is returned.
4. Revamping the payment process so that payment will be collected at the time of form submission, followed by the approval process, instead of the earlier process where payment was made after approval.
5. Development of a new feature for applicants to securely view and download their application diagrams in PDF from the portal using SSO ID, mobile, and OTP.
6. Development of a new feature for applicants to request fee exemptions, if applicable.
7. Redesign of current dashboard in CEIG Drawing application.

- **Electrical Inspectorate (Transformer and Generator) application** –

1. Updation and maintenance of Electrical Inspectorate (Transformer and Generator) application

RISL team is presently working on maintenance and regular Updation of EID portal. For continuity of work of Maintenance and Updation of modules of EID portal, CEIG Drawing application and Electrical Inspectorate (Transformer and Generator), IT Manpower services (2 senior developers (Application Framework)) are deputed.

**Estimated Financial implication for maintenance and updation of project :-**

Funds required for the updation and maintenance services for one year (FY 2025-26) for EID portal is as mentioned below: -

(Amount in Rs.)

<b>S.N.</b>	<b>Service Type</b>	<b>Man-Month Unit</b>	<b>Man-Months Unit Cost (excl. GST)</b>	<b>Amount (for 12 Months)</b>
1	Updation, O&M services on EID portal, CEIG Drawing Application and Electrical	02 (Sr. Developer)	1,30,000.00	31,20,000.00

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	Inspectorate (Transformer) for 12 Months	(Application Framework)		
2		GST 18% on Sr. No. 1		5,61,600.00
3	<b>Total (Including GST 18%)</b>			<b>36,81,600.00</b>
4		Contingency Charge @ 8% on Sr. No. 3		02,94,528.00
5	<b>Sub Total (3+4)</b>			<b>39,76,128.00</b>
6		RISL Service Charge 10% on Sr. No. 5 (Round off)		3,97,613.00
7		CGST @9% on RISL Service Charge Sr. No. 6 (Round off)		35,785.00
8		SGST @9% on RISL Service Charge Sr. No. 6 (Round off)		35,785.00
9	<b>Grand Total (5+6+7+8)</b>			<b>44,45,311.00</b>
10	<b>Approx. amount required for one-year services</b>			<b>44,50,000.00</b>

**The revised estimated cost of the project is Rs 1,06,33,343.50** (61,83,343.50 + 44,50,000.00) for existing EID Project.

A work order RajKaj Ref No. 14250600 dated 24-03-2025 is already in place from 6-Mar-2025 to 05-Mar-2026 for two senior developers (Application Framework) for maintenance and updation of EID portal through RISL Tier-1 empanelled firm.

**(G) Fund Management: -**

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

**The Committee directed that after financial year 2025-26, Electrical Inspectorate Department should manage funds for the project from their own level as the funds for the project will only be provided till F.Y. 2025-26 from the "Backend & New Projects" Budget Head of DoIT&C.**

**The Committee accords technical approval on the project proposal having revised estimated cost of Rs. 106.33 Lakh for the financial year 2025-26.**

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**3. Project :** **Establishment of E-Marketplace & its Operations for Rajeevika (Rajasthan Grameen Aajeevika Parishad, Rural Development Department)**

**Background:**

The Rajasthan Grameen Aajeevika Vikas Parishad (Rajeevika), under the Rural Development Department, has established a robust ecosystem of over 4 lakh Self-Help Groups (SHGs) and 2,500 Producer Groups across Rajasthan, with a primary focus on women-led livelihood promotion. Additionally, 65+ Farmer Producer Organizations (FPOs) have been constituted to strengthen the rural economy.

These community institutions are actively engaged in diverse business activities spanning agriculture, allied sectors, handicrafts, services, and trade. However, despite their strong offline presence and production capabilities, market access remains fragmented and geographically constrained, limiting income generation potential for rural producers.

To address this critical gap and strengthen forward linkages, Rajeevika proposes to establish a Common E-Marketplace Platform. This strategic initiative will:

- Provide a unified digital channel for products from SHGs, FPOs, RUDA, RHDC, RAJSICO, Cooperative Department, and other stakeholders.
- Expand market access from local to state and national levels.
- Enhance entrepreneurial capacity and income generation for rural producers.
- Leverage digital technology and modern supply chain systems for sustainable growth.

The platform will be owned and managed by Rajeevika, with technical support from the Department of Information Technology & Communication (DoIT&C). The project shall be implemented through a Design-Build-Operate-Transfer (DBOT) model over a structured two-year timeline.

**Scope of Work:**

The Technical Support Agency (TSA) engaged through competitive tendering will undertake the following comprehensive scope:

**Platform Development:**

Core E-Commerce Infrastructure: - Development of integrated e-marketplace website with multilingual support (Hindi/English) - Native mobile applications for Android and iOS platforms - Comprehensive product catalog management with advanced search filters - Secure shopping cart and streamlined checkout processes - Multi-modal payment gateway integration (UPI, cards, wallets, net banking) - Robust refund and return workflow management.

**Administrative Systems:** Comprehensive Admin Dashboard for Rajeevika operations - Inventory management and real-time stock tracking - Order management and fulfillment systems - Advanced analytics and business intelligence tools - Content Management System (CMS) with SEO optimization - Multi-level user authentication and role based access control.

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### **Integration with External Platforms:**

**Marketplace Integration:** Seamless synchronization with Amazon, Flipkart, Meesho, and other major e-commerce platforms - Integration with Open Network for Digital Commerce (ONDC) for enhanced reach - Connection with e-Saras platform for government marketplace synergy.

**Operational Integration:** API integration with logistics and warehousing partners - Third party packaging and fulfillment service connections - Real-time inventory synchronization across multiple channels - Automated order routing and tracking systems.

### **Marketing & Promotional Activities:**

**Integrated Marketing Strategy:** Development of comprehensive brand positioning and communication strategy - Implementation of blended promotional approach combining digital and traditional marketing - Strategic market positioning for both domestic and potential export markets.

**Event Management:** Organization of product launch events and district-level exhibitions - Coordination of pop-up stores and seasonal promotional activities - Participation in trade fairs and handicraft exhibitions - Collaboration with influencers, celebrities, and key stakeholders for brand promotion.

**Content Development:** - Creation of professional product catalogs and promotional brochures - Development of multimedia content including videos, social media posts, and digital assets - Design of exhibition stalls and promotional materials - Photography and videography for e-commerce readiness.

### **Digital Marketing Strategy:**

**Multi-Channel Digital Campaigns:** Search Engine Optimization (SEO) and Search Engine Marketing (SEM) - Social media marketing across Facebook, Instagram, YouTube, and regional platforms - Email marketing campaigns and WhatsApp business promotions - Influencer partnerships and affiliate marketing programs.

**Performance Marketing:** Targeted advertising campaigns on Google Ads and social media platforms - Seasonal and festival-specific promotional campaigns - Remarketing and customer retention strategies - Conversion optimization and A/B testing for enhanced ROI

### **Advertising Management:**

**Comprehensive Ad Campaign Management:** Design and execution of digital advertising across multiple platforms - Performance monitoring and optimization of ad spend efficiency -

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Audience targeting and segmentation for maximum reach - Creative development and campaign asset management.

**Platform-Specific Advertising:** Social media advertising (Instagram, Facebook, YouTube etc.) - Google Ads management and optimization - E-commerce platform advertising (Amazon, Flipkart sponsored products) - Native advertising on Rajeevika's own marketplace.

**Customer Engagement:**

**Customer Relationship Management:** Implementation of structured customer inquiry and feedback management systems - Development of comprehensive grievance redressal mechanisms - Creation of customer loyalty programs and retention strategies - Regular customer satisfaction surveys and improvement initiatives.

**Community Building:** Training of SHG members in customer interaction and digital etiquette - Development of customer support protocols and service standards - Implementation of review and rating management systems - Foster long-term relationships through personalized engagement strategies.

**Training & Capacity Building:**

**Structured Training Programs:** Comprehensive training modules for SHGs, FPOs, and Rajeevika staff - Skill development in digital cataloging, order management, and customer service - Workshop organization at district and state levels - Regular refresher programs and advanced training sessions.

**Capacity Enhancement:** - Development of training materials and documentation - Creation of video tutorials and digital learning resources - Establishment of help desk and ongoing support systems - Mentorship programs for rural entrepreneurs.

**Maintenance & Continuous Improvement:**

**Technical Maintenance:** Compliance with Government of India and State IT security standards - Regular platform updates and performance optimization - 24/7 technical support and monitoring systems - Disaster recovery and backup management.

**Continuous Enhancement:** Incorporation of stakeholder feedback for platform improvements - Regular feature updates and technology upgrades - Performance analytics and user experience optimization - Scalability planning for future growth

**Project Plan:**

The total project implementation period is 24 months, structured in two distinct phases:

**Phase I (Year 1):** Foundation and Launch - Platform development and initial deployment

- Integration with external platforms and payment systems
- Launch of marketing and promotional activities
- Initial product onboarding and user training.

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**Phase II (Year 2): Expansion and Optimization** - Advanced feature implementation and platform scaling - Comprehensive digital marketing campaigns - District-level promotional events and community engagement - Platform optimization based on user feedback and performance data.

### **Implementation Strategy (Phase-Wise Plan)**

#### **Phase I (Year 1) - Development & Launch:**

##### **Q1 (Months 1-3): Foundation Setup**

Component Focus: Platform Development (70%), Team Setup (20%), Planning (10%) - Comprehensive requirement gathering and analysis - Technical team onboarding and project initiation - Platform architecture design and development framework setup - Backend infrastructure development and database design - RPP integration planning and RSDC hosting setup.

##### **Q2 (Months 4-6): Beta Development**

Component Focus: Platform Development (60%), Integration (25%), Training (15%) - Beta platform launch with core functionalities - Initial product onboarding (200 products target) - Payment gateway integration in test mode - Staff training and system familiarization - First batch SHG onboarding and basic training.

##### **Q3 (Months 7-9): Public Launch**

Component Focus: Integration (40%), Marketing (35%), Platform (25%) - Official website launch with full features - Mobile application development and deployment - Integration with Amazon, Flipkart, and ONDC platforms - SEO campaign initiation and digital presence establishment - Initial marketing campaigns and brand launch.

##### **Q4 (Months 10-12): Expansion Phase**

Component Focus: Marketing (45%), Training (30%), Maintenance (25%) - Platform scaling to accommodate 500 products - Full payment gateway activation and testing - Admin dashboard deployment and user training - Comprehensive SHG training workshops across districts

#### **Phase II (Year 2) - Scaling & Optimization:**

##### **Q5 (Months 13-15): Scaling Operations**

Component Focus: Marketing (50%), Platform Scaling (30%), Training (20%) - Mobile applications launch on Android and iOS platforms - Advanced platform scaling and performance optimization - Intensive digital marketing campaigns - Product expansion to 700-800 items.

##### **Q6 (Months 16-18): Advanced Integration**

Component Focus: Maintenance (40%), Integration (35%), Training (25%) - Deep integration with external platforms and services - Advanced customer support tools implementation

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Platform expansion to accommodate 1000+ products - Comprehensive SHG training in digital sales techniques.

**Q7 (Months 19-21): Optimization Phase**

Component Focus: Maintenance (45%), Marketing (30%), Security (25%) - Platform performance optimization and user experience enhancement - Comprehensive cybersecurity audit and compliance verification - Influencer marketing and brand partnership initiatives - Warehouse and logistics API integration pilot.

**Q8 (Months 22-24): Project Completion**

Component Focus: Handover (50%), Maintenance (30%), Documentation (20%) - Final platform expansion to 1500-1700 products - Advanced analytics dashboard deployment - Comprehensive handover preparation and documentation - Final project audit and knowledge transfer completion

**Details of the Project:**

**Technical Manpower (Central Operations Team) Year 1 Team Composition (Development Focus)**

Role	Experience Required	Qty.	Q1	Q2	Q3	Q4	Primary Responsibility
Project Manager	7+ years	1	✓	✓	✓	✓	Overall project coordination and delivery
Solution Architect	10+ years	1	✓	✓	✓	✓	Technical architecture and system design
Business Analyst	5+ years	1	✓	✓	✓	✓	Requirement analysis and process design
UI/UX Designer	4+ years	1	✓	✓	✓	✗	User interface and experience design
Frontend Developers	3-5 years	2	✓	✓	✓	✓	Web and mobile application development
Backend Developers	3-5 years	2	✓	✓	✓	✓	Server-side development and API integration
Database Engineer	4+ years	1	✓	✓	✓	✓	Database design and optimization
AI/ML Developer	3-5 years	1	✓	✓	✓	✓	Analytics and intelligent features
QA Lead	5+ years	1	✓	✓	✓	✓	Quality assurance and testing
DevOps Engineer	4+ years	1	✓	✓	✓	✓	Deployment and infrastructure management

**Year 2 Team Composition (Maintenance & Growth Focus)**

Role	Experience	Qty.	Q5	Q6	Q7	Q8	Extensio	Primary

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	<b>Required</b>						<b>n from Y1</b>	<b>Responsibility</b>
Project Manager	7+ years	1	✓	✓	✓	✓	✓	Project completion and handover
DevOps Engineer	4+ years	1	✓	✓	✓	✓	✓	Operations and platform maintenance
AI/ML Developer	3-5 years	1	✓	✓	✓	✓	✓	Analytics dashboard and BI tools
Frontend Developer	3-5 years	1	✓	✓	X	X	Partial	Minor enhancements and bug fixes
Backend Developer	3-5 years	1	✓	✓	X	X	Partial	API maintenance and integrations
QA Lead	5+ years	1	✓	X	X	X	As needed	Testing new features and regression
Marketing Manager	5+ years	1	✓	✓	✓	✓	New	Digital marketing strategy and execution
Content Writer	3+ years	1	✓	✓	✓	✓	New	Content creation in Hindi and English
Social Media Manager	3+ years	1	✓	✓	✓	✓	New	Social media campaigns and engagement
Support Engineers	2-4 years	3	✓	✓	✓	✓	Increased	Technical support and user assistance
Catalog Manager	3+ years	1	✓	✓	✓	✓	New	Product listing and inventory management
Training Coordinator	3+ years	1	✓	✓	✓	✓	New	Capacity building and user training

**Financial Breakup:** Total Project Cost: ₹4.00 Crores

**Component-wise Budget Allocation**

<b>Component</b>	<b>Amount (₹ Crores)</b>	<b>Percentage</b>	<b>Year 1 Focus</b>	<b>Year 2 Focus</b>
Platform	1.00	25%	Core build,	Enhancements,

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Component	Amount (₹ Crores)	Percentage	Year 1 Focus	Year 2 Focus
Development			integrations	scaling
Maintenance & Operations	1.00	25%	Stabilization, support	Full operations, optimization
Marketing & Promotion	2.00	50%	Launch campaigns, branding	Advanced marketing, events
Server/Data Center	0.00	0%	Zero cost hosting by Rajasthan State Data Center (G2G)	
<b>TOTAL</b>	<b>4.00</b>	<b>100%</b>	<b>Complete project implementation</b>	

#### Detailed Sub-Component Allocation:

**Platform Development (₹1.00 Crore):** Core platform development: ₹40 lakhs - Mobile application development: ₹25 lakhs.

**Third-party integrations (Amazon, Flipkart, ONDC etc.):** ₹20 lakhs - Security and compliance: ₹15 lakhs.

**Maintenance & Operations (₹1.00 Crore):** Technical support (24 months): ₹40 lakhs - Hosting and infrastructure: ₹0 lakhs (provided by Rajasthan State Data Center) - Platform maintenance and updates: ₹35 lakhs - Documentation and training materials: ₹15 lakhs - Performance monitoring and optimization: ₹10 lakhs.

**Marketing & Promotion (₹2.00 Crores):** Digital marketing campaigns: ₹80 lakhs - Traditional marketing and events: ₹40 lakhs - Capacity building and training: ₹45 lakhs - Brand development and content creation: ₹35 lakhs

#### Cost Parameters:

##### **Payment Schedule**

Milestone	Payment Percentage	Amount (₹ Lakhs)	Timeline	Key Deliverables
Work Order Receipt	10%	40	Project initiation	Team deployment, setup
Q1 Progress Review	7%	28	Month 3	Platform architecture, backend
Q2 Progress Review	7%	28	Month 6	Beta launch, 200 products

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Q3 Progress Review	7%	28	Month 9	Public launch, mobile apps
Q4 Progress Review	7%	28	Month 12	500 products, full gateway
Q5 Progress Review	7%	28	Month 15	Scaling, 700-800 products
Q6 Progress Review	7%	28	Month 18	1000+ products, integrations
Q7 Progress Review	7%	28	Month 21	Optimization, security audit
Final Completion	6%	24	Month 24	1500+ products, handover
Total	65%	260	8 Quarters	Progressive milestones

**Post-Project Training & Handholding Strategy:**

**Immediate Post-Completion (Months 25-30)**

Advanced Training Requirements: System Administration: Role-based access, admin module operations, performance monitoring.

E-commerce Mastery: Advanced order management, analytics interpretation, inventory optimization - Digital Marketing: Campaign management, SEO, social media automation, seasonal promotions.

Customer Service Excellence: Advanced grievance handling, quality assurance, feedback management.

Data Analytics: BI dashboard usage, sales reporting, trend analysis, decision support.

**Long-term Handholding Mechanism (Year 3+)**

**Structured Support Framework:**

Quarterly Workshops: District and state-level refresher training for new SHG/FPO onboarding

Train-the-Trainer Program: Development of 10 Rajeevika Resource Persons as permanent platform champions

Digital Learning Resources: Video tutorials, e-learning modules, FAQ databases, troubleshooting guides

Help Desk Operations: Dedicated support line (call/email/WhatsApp) managed by trained Rajeevika staff.

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Annual Performance Review: System assessment, upgrade planning, capacity gap analysis

Knowledge Transfer Deliverables: Complete technical documentation and SOPs - Admin toolkit with step-by-step guides - Training curriculum for ongoing capacity building - Emergency escalation procedures - 6-month post-handover remote support with optional annual retainer for critical updates

**Expected Outcomes & Strategic Impact:**

Immediate Outcomes: - Unified digital marketplace for 1500+ rural products - Enhanced market reach covering state and national levels - Improved income generation for 4 lakh+ SHG members - 25-30% increase in average monthly income for participating producers.

Long-term Strategic Impact: Sustainable digital ecosystem for rural entrepreneurship - Integration with national e-commerce platforms for expanded market access - Positioning Rajasthan as a leader in rural e-commerce innovation - Replicable model for other states in India - Contribution to Digital India and Atmanirbhar Bharat initiatives.

**The Committee accords technical approval on the proposal having estimated cost of Rs. 400.00 Lakh.**

**4. Project : Digitization of Historical Scripts (Rajasthan State Archive Department)**

**1. Objective:**

To ensure systematic and accurate entry of meta data, assignment of barcodes, and documentation of physical conditions of archival records prior to their digitization.

**2. Scope:**

This SOP applies to all team members involved in handling, cataloging, and preparing physical records for scanning and digitization. It includes data entry, barcoding, paging and metadata verification tasks.

**3. Required Resources:**

- Physical documents (bundles, files, sheets, docates, bahi, loose papers, genealogies)
- Barcode generation software/system
- Data entry tools (Excel, MIS system, or Abhilekh Patal portal/ Rajasthan-E Archival management system)
- Pre-printed barcode stickers with archival adhesives
- Paging slips or sheets
- Stationery: pens, markers, gloves, etc.
- Reference sheets for metadata standards
- Checklist for quality control

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#### **4. Workflow: Step-by-Step Process**

##### **Step1: Bundle Identification**

- Segregate physical bundles, bahis, dockets/volumes.
- Generate and affix around 14-digit unique Bundle Barcode (e.g.,RSAD JPBA 0000200).
- Record the location and generate a Location Code using the format: Room-Compactor- Pillar-Rack-Shelf-Position (e.g., 003-1-005-001-12-01).

##### **Step2: File-Level Metadata Entry**

- Inside each bundle, identify individual files.
- Generate and affix a 14-digit unique File Barcode (e.g.; RSAD JPBA0000200).
- Capture and enter metadata such as Identifier, Category, Status of Digitization, Document Title, and Keywords.
- Assess and record the Physical Condition of each file (e.g.; fragile, preserved, torn).

##### **Step3: Location Mapping**

- Verify physical location details: Room No., Compactor/Pillar, Rack, Shelf, and Position, type
- Ensure consistency between physical placement and Location Code in the metadata sheet.

##### **Step4: Paging and Referencing**

- Ensure that pages within files are numbered properly.
- Document pagination in metadata: File No., Sheet/Folio No. and Part No. page size & -Add from Date and to Date fields (e.g.,1857-12-01to1862-05-20).
- Note any Geographical References and Series Information.
- Situation (brittle, required preservation)

##### **Step5: Final Metadata Entry & Review**

- Complete optional metadata fields if applicable (e.g; Microfilm No., Publisher, Language, Subject).
- Ensure no mandatory field is left blank.
- Perform peer review and supervisor validation of the metadata sheet.

##### **Step6: Pre-Scanning Quality Check**

- Confirm barcode placement, paging consistency, and metadata accuracy.
- Mark the record status as 'Ready for Scanning' In the system.
- Backup the metadata sheet in both cloud and local storage.

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**5. Deliverables:**

- Fully completed metadata sheet (Excel or system-based format).
- Properly barcoded bundles and files.
- Paged and labeled files physically stored as per location codes.
- Checklist confirming pre-scanning readiness.

**6. Notes:**

- Duplicate barcode entries must be avoided. (Paging includes blank pages in historical records)
- Use preservation-grade tools for delicate and historic documents.
- Refer to official metadata field definitions for accuracy.
- Maintain physical cleanliness and avoid document damage during handling.

**Scope of work for digitalization record**

**Input Specification**

- (a) The archival resources are held at the Rajasthan State Archives Department Bikaner.
- (b) The paper documents (bound copies, loose sheets, photographs, map etc.) are held in different sizes and varying paper quality.
- (c) Most records are fragile, deteriorating, rare and brittle.
- (d) Some of the pages of the records have stain marks and worm marks.

**Job Specification**

**Document Digitization**

(a) Image Capturing (Scanning)

- (i) The records must be digitized at a minimum of 300–600 dpi in true optical resolution using Face-up Scanning technology with pixel type moving linear CCD Sensor overhead scanner or CMOS overhead scanner. Scanner should use cold light and uniform illumination and such low intensity of light during scanning that it does not damage the fibers of ageing pages and prevent any harm to original records. Cradle type scanner should be used to avoid unnecessarily unstitching of documents. However, unstitching must be carried out in case the stitched document is overlapping readable content. Colored charts, diagrams, photos, illustrations etc. are to be scanned at 600 dpi.

Image quality guidelines complaint Area CMOS overhead scanner in the 24-bit colour mode specs or 8-bit grey scale to capture original information. Specifically, text documents are to be scanned at minimum 300 dpi; images /photograph/maps are to be scanned minimum 600 dpi.

- (ii) CCD imager sensor with LED light which is scanning so that highly recommended for Archives scanning so that later image can be used for microfilming as well.

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- (iii) uniform lightning system shadow free images will be acceptable. Scanner should use cold light with such intensity of light during scanning so that it does not damage the fibers of the aging pages or cause any harm to the original records and provide uniform illumination at the time of capture. The scanner must be capable of handling records of variable density and achieving optimized results for all types of records.
- (iv) Colored charts, diagrams, photos, illustrations etc. are to be scanned separately wherever applicable.
- (b) Scan should save RAW image in Tiff format. Original scanned records to be captured in TIFF with LZW compression All the original scanned records should be captured in TIFF v6.0 Format with LZW compression (ISO12230- 2:2001. Supply digital images in RAW TIFF, JPEG, PDF and PDFA format along with metadata in XML or CSV format. Each and every image has to be cross checked thoroughly before handing over it to the Department for meta-data checking.
- (c) Image processing and cleaning (Image Enhancements)
  - (i) The TIFF images will have to be further enhanced to increase legibility of the text an overall visual appeal of the document without altering the authenticity of the original document.
  - (ii) Image enhancement activities to be carried out to remove bleed-through, black border removal (as far as possible), light equalization, brightness and contrast enhancement, de- noise, de-skew and de-speckling, cropping, cleaning, sharpness, focus enhancement, background removal for text areas without violating content in picture zones and without altering the original captured dpi.
  - (iii) The removal of digital noise will include removal of worm-marks and stain marks to the maximum possible extent, while keeping the color information intact. This component of digital restoration will aim at attaining a relatively high level of noise-free state of the digital image.
  - (iv) Resizing of every image with de-skew, rotate, height-width, margin etc. to make every image perfect and uniform in size.
  - (v) Proper editing has to be done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages.
  - (vi) 100% manual operator-assisted quality check to be performed on every image to ensure there are no missing or dropped pages & images are optimized to their optimum levels. Perform quality checking of every digitized image page. A detailed Quality Control list has to be generated for every page being processed in the Project.

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- (vii) Nuances in the document such as notes, remarks and pencil marks are of historical value and they must be preserved in such a way that future generations can study the image in lieu of the original.
- (viii) Image processing will follow a general priority guidance of legibility, aesthetics and file size in that order.
- (ix) Watermark has to be provided on every page.

**(d) Subject Metadata and captioning**

- (i) Metadata of all the digitized files describing the content of scanned document should be assigned for each chapter/subchapter as per filed structure.
- (ii) The various types of metadata are to be captured, such as Descriptive metadata, Structural metadata, incorporates details on original source, date of creation, version of digital object, file format used, object relationship, etc. The list of metadata which are to be captured in the digitization of the records is attached.
- (iii) An appropriate structural data should be provided for organizing the image files and to allow for navigation within the item.
- (iv) The metadata indexing has to be done with the right spelling, punctuation, grammar and information to the satisfaction.
- (v) It is most important to capture the contextual information about the document, which cannot be derived from the subject. The document has to be read from start to end by experts with History and Archival background to derive the right context of the document and extract relevant "Keywords" for the record which would aid the users in efficient retrieval.
- (vi) The records contain handwritten values for the subject, that cannot be understood most of the times and it is imperative to go through all the pages of the document, to capture this right.
- (vii) A value addition, very much required by the end user is to know along with the search results, if the document contains vital elements such as photographs, maps, letters, articles etc. without having to open every document. This information has to be captured by reading the complete document and indexing these values in a field called "Keywords".
- (viii) Access and Uploading of Metadata on E-Portal :- All the digitized data has to be integrated with database already available on portal of the Department. The said portal facilitates high resolution and web ready PDF for the users who want to download the requisite document and JPEG for preview only.
- (ix) Storage:- All the digitized data has to be stored on server for safety and security of digital data and long term availability.

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**Important Instruction for digitization of Records**

1. Before scanning record would be issued by the department which maintain in a Register with paging, Date, Total Page/Scanned Page in a file and condition after scanning record position would be same as previous.
2. Any type of record should not be Moved/Copied outside from the office campus.
3. Overhead CCD Scanner should be used.
4. Scan should save RAW Image in Tiff Format
5. CCD Image sensor with led light which is highly recommended for Archive scanning so that image can be used for microfilming as well.
6. Scanning Resolution should be 300DPI to 600DPI.
7. The Collection: The size of the Records will vary from document to document, some documents have illustrations/charts/maps/drawings of variable sizes. But majority of the documents are A0/A1/A2/A3/legal/A4//A5 etc . Scanning cost will remain the same for all page sizes, it will not vary according to page size.
8. Scan Image file Name should be in 8 digit Numerical format (ex. 00000001)
9. Average-to-poor quality originals – Low inherent contrast, staining or fading should not allow.
10. Scan image should be clear and easy to visible (Not Blur or damaged, corrupt format).
11. Scan image should not be duplicated and in correct orientation (readable) format.
12. Page should not be left while scanning the file.
13. If page is left while scanning/flipping the record and Re-scanned then new scanned page will place where it is exist. The name of image now can be alphanumeric because no place left there to shift the image. If Rescanned page (left) is one then it is positioned after 00000001 (00000001\_A), If Two then (00000001\_B) etc
14. No any chemical/water should be use for manual flipping pages.
15. Scan image should be cropped in a proper manner and no any content of page should be deleted.
16. In the file all images should be in proper sequence.
17. If image is very large in size it must be in properly Stitched after partially scan.
18. Blank pages should be left in scanning time or scanned blank pages must be removed.
19. Water mark of PDF image will be done as per specified by department after completion of work
20. Scan image should not be corrupt.
21. If there is a Map in image then it should be saved in separate folder also.
22. Folder Name :- As per directed by department, Should be in Capital Latter with single underscore ( \_ )Character not with space (blank) or any other special character (such as ", . ( ) `` : = + - / & ^ % \$ # @ ! ) etc.
23. Folder/File name according to Head/Siga wise with Basta/Pad/Bahi\_No, Serial No, Year form and Year To, City Wise
24. For example- Head name is Foriegn\_&\_Political\_Procedding\_A, with Basta No1(B\_1), File Serial\_No (SL\_NO\_1), OLD\_NO (1\_3) Year (1914) then there file name will be in this way F\_AND\_P\_DEPT\_PRO\_A\_SL\_No\_1\_B\_1\_OLD\_NO\_1\_3\_1914
25. All scanned data should be cross check by the department official/employees.
26. Record/Book/Files should be maintained/bind by vendor as such original format.
27. Content should be required in all Six format Raw TIFF, Clean TIFF, Clean JPEG, Clean PDF, PDFA and EBook.

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28. Data should be received after checking by department in all above five formats in ssd hard disk, copied in system, server and NAS.
29. In a Sega/Head each File with no of pages in all Six format (RAW TIFF, Clean TIFF, Clean JPEG, Clean PDF, PDFA and EBook) and in Summary Total No of pages in a Sega/Head wise and Overall page scanned
30. Excel list with Meta data and other information format must be given as department direction. Excel format Path should be prepared & given to department by the working firm.
31. Final data should be submitted in proper manner with summery report in Seagate SSD harddrive. All five formats should be in separate hard-drive.
32. Final submitting data should be taken by department after complete checking of all five formats.
33. Work must be completed in given period.

**Scope of work for Subject Matter Expert**

- Interpret handwritten archival record content written in Dundhari, Haroti, Marwari, modi, Persian, Urdu language etc of 17 to 19<sup>th</sup> century duration, ability to translate page to page with operational knowledge of computer
- From archival record identify references like people, places, dates, event, key content or any other important reference
- Ensure historical and contextual accuracy in metadata while digitization process through hliasioning with digitization team
- Use domain knowledge (historical, archival, old language based) to enrich metadata fields by through reading of archival documents.
- 1. Document Reading-Interpret physical records and decode complex content
- 2. Metadata Enrichment-Add rich keywords, titles, and descriptions
- 3. Verification Support-Collaborate with data entry team for accurate meta data
- 4. Quality Assurance-Ensure truthfulness and completeness of content of record and metadata for digitization records
- SME Collaborate with scanning, preservation and pagination teams and any specific translation related work
- •Flag ambiguities and damaged content
- •Maintain comment logs for historical interpretation
- •SME will prepare Checklist✓ Readability✓ Contextual Completeness✓ Standardized terminology

\*Service condition will separately designed

**Duration of the project will be 12 months.**

**Integration with State APIs:** Dept. Web & ReAMS Portal- Information sharing to departmental website.

**Financial Implication:** Estimated Cost 3.25 Rs per page for 1 Cr. pages total estimated cost aprox 3.25 CR. (Including Listing Barcodeing, scanning and meta data with Subject Expert).

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\*Estimated cost based on last digitization of Year 2022-23 2.15 Rs Per pages + Bar Code cost + acceleration of cost due to Inflation)

**Fund Management:** Funds for the project would be provided by the Department/ State Government.

**The Committee accords technical approval on the proposal having estimated cost of Rs. 325.00 Lakh.**

**The Committee also advised to look at the application development with respect to digitization and explore the options of using AI platform for creating data analytical & summaries of the historical scripts for usability by research scholars.**

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 A.C.S., Rural Development Department & Director General, HCM RIPA, Jaipur
2. PS to Principal Secretary, Energy Department, Rajasthan, Jaipur
3. PS to Principal Secretary, Art & Culture Department, Rajasthan, Jaipur
4. PS to Principal Secretary, Finance Dept., Rajasthan, Jaipur
5. PS to Principal Secretary, Planning Dept., Rajasthan, Jaipur
6. Sr. PS to Secretary and Commissioner, Dept. of IT&C, Jaipur
7. PS to State Mission Director, Rajeevika, Rural Development Department, Jaipur
8. PA to Additional Director (Administration), HCM-RIPA, Jaipur
9. PA to Joint Secretary, Finance (Expenditure-III) Dept., Rajasthan, Jaipur
10. PA to Deputy Secretary, Art and Culture Department, Govt. of Rajasthan, Jaipur
11. PA to Director, Rajasthan State Archive Department (RSAD), Bikaner
12. PA to Director (T), RISL, and Chairman, Technical Committee, Dept. of IT&C, Jaipur
13. PA to DDG & SIO, National Informatics Centre, Rajasthan, Jaipur
14. Smt. Poonam Choudhary, Chief Accounts Officer, Dept. of IT&C, Jaipur
15. Director, LNM Institute of Information Technology (LNMIIT), Jaipur
16. Shri G.S. Geengar, Senior Electrical Inspector, Electrical Inspectorate Dept., Jaipur
17. Dr. Pooja Sharma, State Project Manager, Rajeevika Rural Dev. Dept., Jaipur
18. Dr. Ramnika Guar, State Project Manager, Rajeevika, Rural Dev. Dept., Jaipur
19. Shri Vivek Verma, General Manager, RajCOMP Info Services Ltd. (RISL), Jaipur
20. Smt. Madhulika Arora, A.C.P. (Deputy Director), HCM-RIPA, Jaipur
21. Shri Surendra Kumar, A.C.P. (Dy. Director), Rural Development Dept., Jaipur
22. Shri Anand Kumar Swami, Programmer, RSAD, Bikaner
23. OIC- Website, Dept. of IT&C to upload the MoM on departmental website.

Technical Director

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**Annexure-“A”**

**110<sup>th</sup> Meeting of SeMT held on 03-11-2025 - List of Attendees**

<b>S. No.</b>	<b>Name of officer</b>	<b>Designation</b>
1.	Shri Ravi Kumar Surpur	Secretary & Commissioner, IT&C and Chairman, SeMT
2.	Smt. Neha Giri	State Mission Director, Rajeevika, Rural Development Department, Jaipur
3.	Shri Anil Kumar Singh	Director (T), RISL, Jaipur
4.	Shri Akhilesh Mittal	Technical Director, Dept. of IT&C, Jaipur
5.	Dr. P. Gayatri	Dy. Director General & SIO, NIC, Rajasthan, Jaipur
6.	Shri Chandrasen Shekhawat	Director, Rajasthan State Archive Department (RSAD), Bikaner
7.	Prof. Rahul Banerjee	Director, LNM Institute of Information Technology (LNMIIT), Jaipur
8.	Shri Gauri Sankar Jeengar	Sr. Electrical Inspector, Electrical Inspectorate Dept., Jaipur
9.	Shri Ramesh Singh	Additional Director, Planning Department, Jaipur
10.	Smt. Poonam Choudhary	Chief Accounts Officer, Dept. of IT&C, Jaipur
11.	Dr. Ramnika Kaur	SPM- Rajeevika, Rural Development Dept., Jaipur
12.	Dr. Pooja Sharma	SPM- RGAVP, Rural Development Dept., Jaipur
13.	Shri Om Prakash Jatawat	S.A. (Joint Director), Dept. of IT&C, Jaipur
14.	Shri Daleep Kumar	Archives Officer, RSAD, Bikaner
15.	Shri Vivek Verma	General Manager (Technical), RISL, Jaipur
16.	Shri Surendra Kumar	A.C.P. (Dy. Director), Rural Development Dept., Jaipur
17.	Shri Anand Swami	Programmer, RSAD, Bikaner
18.	Shri Harsh Thakur	PP (Rajeevika)
19.	Shri Manish Sharma	PM MIS

**##### End of Document #####**

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