



सूचना प्रौद्योगिकी और संचार विभाग

**GOVERNMENT OF RAJASTHAN**  
**Department of Information Technology & Communication**

F8(186)DoIT/Gen/07/ I/10312 / 2013

Dated : 12 Aug 2013

Circular

This is with reference to the duties and responsibilities of the officers/ officials of DoIT&C posted at District Collectorate level. These officials have been posted with a mandate to streamline the rollout of major IT projects like e-Mitra, CSC, SWAN, SSDG, e-Districts, Sugam, Capacity building, etc and work as a support system for district level IT/e-governance requirements.

However, it has come to notice that these officers/ officials are made to do miscellaneous works including data entry, ministerial work, works as personal staff to district administration and for other non IT tasks. This impedes the implementation of IT projects in the districts.

Therefore, it is hereby directed that the officers / officials of DoIT&C posted in districts are to be assigned only IT related works. The functional responsibilities of these employees are given below:-

1. Implementation of all National e-Governance Plan (NeGP) projects being executed by DoIT&C / RISL at district level.
2. Work related to DeGSs
3. Work related to State Wide Area Networking (SWAN) and State service delivery Gateway (SSDG)
4. Work related to UID, e-District, SUGAM, Biometrics attendance system
5. Technical assistance to State Government organizations at district level in
  - a. Implementation of e-Governance projects of various departments
  - b. Capacity Building of department staff
  - c. Procurement of Computers and allied items.
6. Any other IT/e-governance related work assigned by the Department.

- Sd -

**(C.K Mathew)**  
Chief Secretary

Copy forwarded for information and necessary action:

1. PS to Principal Secretary to H.E Governor
2. Dy Secretary to Chief Secretary
3. Principal Secretary, Information Technology & Communication Department, Govt. of Rajasthan, Jaipur
4. All District Collectors.
5. Sr PA Secretary, IT &C
6. Concerned Officials posted at District Collectorate Offices.
7. OIC (Estt), DoIT & C
8. Guard File
9. OIC Website

*27/2/13*

**(Sanjay Malhotra)**  
Secretary & Commissioner