



GOVERNMENT OF RAJASTHAN



## Guidelines for utilization of 3% Plan Budget by Government Departments for e-Governance Initiatives

**DoIT&C**

November, 2009



**GOVERNMENT OF RAJASTHAN**

## **Guidelines for utilization of 3% Plan Budget by Government Departments for e-Governance Initiatives**

**Department of Information Technology & Communication**

**November, 2009**

**Chief Minister**  
Government of Rajasthan



## MESSAGE

The Government of Rajasthan is committed to provide transparent, responsive, efficient and accountable governance to the people of the State through effective use of IT tools for citizen-centric electronic service delivery. Department of Information Technology & Communication has implemented schemes such as e-Mitra in the urban areas and is in the process of implementing schemes such as Common Service Centers, Rajasthan State Wide Area Network, State Data Center, e-SANCHAR, Arogya Online and few other citizen-centric e-Governance Schemes. In order to provide thrust to e-Governance initiatives across all departments and to make it central to the Planning and Monitoring process, the State Government has taken an enabling stride by allowing all departments to utilize upto 3% of their respective Plan Budget, for achieving electronic service delivery on an end-to-end basis to the citizens.

It is heartening to learn that the Department of Information Technology & Communication has framed the guidelines for operationalisation of the Budget Announcement Para 166, (2009-10).

I believe that all Government Departments will adhere to these guidelines and ensure effective steps for early implementation of e-Governance Projects related to their departments so that 'Good Governance' (reaches to the door steps of the citizen) becomes a reality for each stake holder.

A handwritten signature in black ink, appearing to read "ASHOK GEHLOT".

**(ASHOK GEHLOT)**



## **MESSAGE**

It is felt that the Departments, especially those involved in citizen-centric service delivery, need to identify the specific areas where service is rendered to the citizens. The Departments need to continuously evolve efficient and effective ways for providing electronic service delivery by carrying-out the required business process re-engineering/ government process re-engineering and automation within their Departments.

The State Government's resolve in this direction has been amply spelled out in the announcement made by Hon'ble Chief Minister in the Budget Announcement (2009-10) in which it was announced that the departments would be free to utilize upto 3% of their Plan funds for citizen-centric e-Governance initiatives / projects.

I am pleased to note that the Department of Information Technology & Communication has formulated exhaustive and user friendly guidelines for operationalisation of this major policy initiative.

I am confident that all concerned departments would make full use of the guidelines which would give a fillip to e-Governance projects within the State in the overall context of 'Good Governance'.



**(DR. JITENDRA SINGH)**

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## **LIST OF ABBREVIATIONS**

<b>No.</b>	<b>Abbreviation</b>	<b>Description</b>
1	BOO	Build-Own-Operate
2	BOOT	Build-Own-Operate-Transfer
3	BOT	Build-Operate-Transfer
4	CMIS	Chief Minister's Information System
5	CSC	Common Service Centre
6	DoIT&C	Department of information Technology & Communication
7	DPR	Detailed Project Report
8	FMS	Facility Management System
9	G2B	Government-to-Business
10	G2C	Government-to-Citizen
11	G2G	Government-to-Government
12	GF&AR	General Financial & Administrative Rules
13	GIS	Geographic Information System
14	IPR	Intellectual Property Right
15	IT	Information Technology
16	ITES	Information Technology Enabled Services
17	M.A.N	Metropolitan Area Network
18	NeGP	National e-Governance Plan
19	PeMT	Project e-Governance Mission Team
20	PPP	Public-Private Partnership
21	RFP	Request for Proposal
22	RSWAN	Rajasthan State Wide Area Network
23	SDC	State Data Centre
24	SecLAN	Secretariat Local Area Network
25	SeMT	State e-Mission Team
26	SLA	Service Level Agreement
27	SRS	System Requirement Study

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

F5(387)/DoIT/Tech/09

Jaipur, Dated:

**CIRCULAR**

It is the intention of the State Government to utilise e-Governance as a tool for bringing greater transparency, responsiveness and accountability in governance. It is with this firm belief that Hon'ble Chief Minister announced the setting apart of upto 3% of the Plan funds of each Department for citizen-centric e-Governance. Para 166 of the Budget Speech 2009-2010 (Modified Budget) states that:

“राज्य की आई.टी. पॉलिसी में यह प्रावधान किया गया था कि प्रत्येक विभाग अपने योजनागत बजट का 3 प्रतिशत भाग विभाग में आई.टी. के प्रयोग एवं कम्प्यूटराईजेशन पर खर्च करेगा ताकि जनता को सही मायने में ई-गवर्नेंस का लाभ मिल सके। अभी तक यह व्यवस्था प्रभावी नहीं हुई है। अतः सभी संबंधित विभागों को समयबद्ध कार्यक्रम बनाकर इस नीति की पालना करने के लिए निर्देश दिये जा रहे हैं।”

As is clear from the aforementioned abstract of the Budget Speech, the provisions contained in Para 1.2.3 of the State's 'IT & ITES Policy 2007' need to be effectively implemented by all the departments of the State Government by undertaking a focussed implementation of citizen-centric e-Governance initiatives within their respective departments so that **electronic service delivery on an end-to-end basis becomes a reality for the citizens.**

The following directions are, therefore, being issued for operationalization of Para 166 of the Budget Speech 2009-2010 (Modified Budget):

- 1 All Government departments are required to prepare Five Year e-Governance Action Plans with yearly deliverables and Quarterly intermediate milestones containing details of investments planned in the IT Infrastructure, Application Development, Business Process Re-engineering, plan for connecting the field offices wherever required till such time as the RSWAN becomes operational, hosting of data at SDC( State Data Centre), Capacity Building of Personnel at different levels including such other components which would make the Departments' e-Governance initiatives sustainable in the long run. While drawing up the annual plan, the department may also like to go through the salient features of the National e-Governance Plan (NeGP – [www.mit.gov.in](http://www.mit.gov.in)) including its vision as mentioned at **Annexure - 'A'**.
- 2 All the departments are expected to adhere to the ensuing guidelines/ framework for utilizing 3% of their Plan Outlay for implementation of their e-Governance projects:

**It is further clarified that there is no additionality being proposed in the budgets of each Plan Department; rather they should find funds from their existing Plan Budgets.**

### **3 STEP 1: PREPARATION OF PRELIMINARY PROJECT REPORT**

- 3.1 Each Department is expected to constitute a Project e-Governance Mission Team(PeMT) for individual e-Governance projects under the Chairpersonship of the concerned Secretary / Principal Secretary as the case may be as per order no. 6(57) / प्र.सु. / अनु.3 / 2004(2) / dated 15.02.2007-(Copy Enclosed at **Annexure B**)
- 3.2 Departments are expected to identify the citizen centric G2C or G2B services/activities to be IT enabled on an end-to-end basis in respect of each such project. To prepare the Preliminary Project Report, Department may select for any one of the following options:–
  - i. **Option A:** The Preliminary Project Report may be prepared by the officers of the Department.
  - ii. **Option B:** The Preliminary Project Report may be prepared using services of the Consultant.
  - iii. **Option C:** The Preliminary Project Report may be prepared with technical assistance of DoIT&C.
- 3.3 The preliminary project report may be prepared utilizing the application software developed by DoIT&C available at <http://www.egovproj.rajasthan.gov.in> . The copy of the template is available at **Annexure C**.

The steps involved in the above mentioned options are detailed below:

#### **3.3.1 Option A : Preparation of Project Report by the Department**

- i. Department may undertake to prepare the preliminary project report by its own project team.
- ii. The preliminary project report should contain the following detail:
  - Introduction
  - Scope of Study
  - Brief Overview About the Department
    - Functions of the Department
    - Physical setup
    - Organisational setup
    - Financial delegation
  - Areas Identified to be taken up for computerisation including
    - categorization of application areas viz; G2B and G2C
    - process reengineering / change management requirement

- Proposed Computerised system
- Present Computing Resources
- Resources Required in terms of Hardware, Software, Networking, Website Development, Data Conversion, GIS etc. along with their expected financial implications
- Proposed Approach

### **3.3.2 Option B : Outsourcing the Preparation of Project Report**

Departments may outsource the task of preparation of preliminary project report. The task may be outsourced either to RajCOMP (in accordance with the provisions of GF&AR – II Rule 32(A)) and the extant rules/guidelines/circulars framed in this regard (**Annexure D**).

#### **In case of RajComp :**

- i. If the department decides to outsource the task to RajComp, then the department is first required to submit its request to DoIT&C for approval prior to placing order to RajComp in the enclosed format provided at **Annexure – E**.
- ii. After approval from DoIT&C, the order may be placed to RajComp for preparation of Preliminary Project Report.
- iii. The preliminary project report prepared by RajComp should contain detail as provided in **3.3.1(ii)** above.

#### **In case of Consulting Firm:**

- i. If the Department decides to outsource the task to a Consulting Firm other than RajCOMP, the Department would select the consultant through transparent bidding process for preparation of preliminary project report.
- ii. The preliminary project report prepared by consulting firm should contain details as provided in **3.3.1(ii)** above. Any additional detail related with the project may also be added separately by the Consultant, if required.

### **3.3.3 Option C: Technical Assistance from DoIT&C**

- i. A Core team has been constituted at DoIT&C to undertake the preliminary study of the status of computerization within department. In case the Department is neither able to prepare the Preliminary Project Report at its own level due to lack of expertise within the Department nor is it able to outsource the work, then the Department may seek technical assistance from DoIT&C for preparation of Preliminary Project Report.

In such case, DoIT&C shall assist the Department in finalising its future course of action / road map for undertaking e-governance projects.

- ii. The preliminary project report prepared by DoIT&C should contain detail as provided in **3.4.1(ii)** above.
- 3.4 The Project proposal should clearly specify the benefits flowing to the citizens by the implementation of the e-Governance Action Plan and spell out the action plan giving details of **business process re-engineering / government process re-engineering and change management** it proposes to carry out to ensure **end-to-end electronic delivery of services**. This would form part of **mandatory** requirements for seeking approval of Projects at appropriate levels in accordance with the guidelines / circulars referred to at **Annexures 'F' and 'G'**.
- 3.5 Irrespective of the option selected by the department (as mentioned above) for preparation of the project report, **it is clarified that the onus of preparation of Preliminary Project Report lies with the department**. After approval of the report by Departmental PeMT (**Annexure B**), the copy of the preliminary project report would be sent to DoIT&C for approval. The abstract of the report shall also be sent online through the application hosted at the website <http://e-govproject.rajasthan.gov.in>.

**3.6 Role of DoIT&C:**

- 3.6.1** Technical Team of DoIT&C would, thereafter, examine the proposals **within fifteen days** of its submission by the department. After undertaking preliminary screening in accordance with the **Check List** as mentioned at **Annexure H**, if any shortcomings are found in the proposal, the same shall be referred back to the department with observations/recommendations for necessary modifications until it is **prima facie**, found technically fit for consideration by the Project Approval Committee (PAC)/State e-Mission Team (SeMT) headed by Principal Secretary / Secretary – IT&C for consideration.
- 3.6.2** After initial screening of the proposal by the Technical Team, the project proposal found suitable would then be put up for consideration before the Project Approval Committee (PAC)/State e-Mission Team (SeMT) for consideration. Meeting of the PAC/SeMT shall be organised within a maximum period of 15 days from date of approval by the Technical Team.
- 3.6.3** Project Approval Committee (PAC)/State e-Mission Team (SeMT) would meet at least once a month for appraisal of aforementioned IT and e-Governance projects.
- 3.6.4** The recommendations of the aforementioned Committee shall be binding on the Departments.
- 3.6.5** The PAC / SeMT may cause certain projects to be put up before the empowered Committee / State Level Apex Committee headed by the Chief Secretary, depending on the nature of the project. The orders and Terms of Reference of the aforementioned Committees are enclosed at **Annexures F & G** respectively.

#### **4 STEP II: PREPARATION OF RFP FOR SELECTION OF CONSULTANT AFTER APPROVAL OF PRELIMINARY PROJECT REPORT**

4.1 The preliminary project report would assist the Department in deciding whether the services of a Consultant are to be engaged or not in the preparation of the detailed project report. The departments have three options for preparation of detailed project report.

**Option A :** Preparation of RFP by the Department for outsourcing the project on turnkey basis

**Option B :** Outsourcing project to RajComp on turnkey basis

**Option C :** Outsourcing project to service provider on turn-key basis through Consultant

##### **4.1.1 Option A : Preparation of RFP by the Department for outsourcing the project on turnkey basis**

- i. Department may undertake to prepare the RFP for outsourcing project on turnkey basis
- ii. The role of service provider selected through transparent bidding process shall be :
  - a. Preparation of Project Plan & schedule document
  - b. Conducting Detailed System Study
  - c. Preparation of Detailed Project Report and requirement specification report and its submission to the Department for obtaining approval from Departmental PeMT and subsequent approval from PAC / SeMT headed by Principal Secretary / Secretary – IT&C
  - d. The DPR to be prepared must, to the extent feasible, adhere to the guidelines formulated in this regard and mentioned towards the end at **clause 5** and subject to the Security Auditing / Certification / Guidelines of Government of India to be followed.
  - e. Preparation of System Design Document
  - f. Development of Prototype and its approval
  - g. Development and testing of beta version of application software
  - h. User Acceptance of individual modules
  - i. Preparation of Security infrastructure report, if required
  - j. Preparation of payment gateway implementation plan, if required
  - k. Delivery and deployment of hardware

- i. Delivery and deployment of final application software
- m. Training
- n. Final Acceptance of complete software
- o. Provide Facility Management Services
- p. Handholding / handing over as per agreed terms & conditions
- iii. Alternatively, the Department may undertake to prepare RFP for selection of component based service providers through transparent bidding process. The different components of the project include hardware / networking / application software development / system software / module base online-training / FMS, etc..
- iv. To ensure that the technicalities involved in RFP preparation are easily comprehensible, a presentation on the draft RFP must be given to the senior officers of the Department so as help them understand and obtain their views on the broad features of the RFP like maintenance, security to and sustainability of the proposed project, milestones of the project, modules to be prepared under the project, components of SLA
- v. The RFP prepared by the Department, along with a copy of the presentation given within the Department as per (iv) above for hiring of service provider is required to be examined by DoIT&C (Technical Committee) after its approval by the Departmental PeMT.

#### **4.1.2 Option B : Outsourcing Project to RajComp on turnkey Basis**

- i. Departments may outsource the project on turnkey basis to RajComp as per the provisions of GF&AR – II Rule 32(A).
- ii. Departments will have to enter into Service Level agreement with RajCOMP prior to commencement of the execution of the project.
- iii. The detailed project report prepared by RajComp should contain detail as per the Checklist enclosed at **Annexure H**. Any additional information related to the project may be added separately by RajCOMP, if required.
- iv. The DPR prepared by RajCOMP is required to be examined by DoIT&C (Technical Committee) after its approval by the Departmental PeMT.

#### **4.1.3 Option C : Outsourcing Project to Service Provider on turn-key basis through Consultant**

- i. Department may hire the services of Consulting firm for different components of the project; preparation of RFP for selection of service provider, short listing of the service provider and supervising the implementation of the project.

ii. The department may select the consulting firm through transparent bidding process. On selection, the order may be placed to the consulting firm. The role of the Consultant would include:

- Preparation of RFP for selection of service provider through transparent bidding process. The RFP should contain:
  - Eligibility Criteria
  - Earnest Money and Performance Security
  - Project Brief
  - Identified areas to be taken up for Computerisation along with work flow
  - Deliverables
  - Time Schedule
  - Payment Terms
  - General Terms & Conditions
  - Software Specific Terms and Conditions
  - Hardware Specific Terms and Conditions
  - Training and Capacity Building
  - Bid Evaluation Procedure as per GF&AR
  - Format for Technical and Financial Bid
  - Service Level Agreement
  - Non- Disclosure Agreement
  - Exit Protocol
  - Any other matter as may be deemed appropriate by the Consultant with approval of Department.
- Technical assistance and administrative support to the Department in Selection of Service Provider
- Technical assistance and administrative support to the Department in supervising the implementation of Project
  - Monitoring preparation of Detailed project report
  - Monitoring preparation of System Requirement Study (SRS)
  - Monitoring of Software Development
  - Monitoring of Hardware Procurement
  - Monitoring execution of Service Level Agreement (SLA)

- Monitoring of Facility Management Services
- Monitoring of Training and Capacity Building within the Department
- Ensuring sustainability of the project
- Monitoring the hand holding, smooth handover to the department and exit

- iii. The role of service provider would be as defined in 4.1.1(ii) above (preparation of RFP by Department).
- iv. The RFP prepared by the Consulting firm for hiring of service provider is required to be examined by DoIT&C (Technical Committee) after its approval by the Departmental PeMT.

## 5 **GUIDELINES FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) AS PER STEP II**

- 5.1 State's IT & ITES Policy 2007 shall be the guiding document for preparation of any project. Departments may ensure that IT projects are preferably prepared on Open Source Platform incorporating the latest IT best practices such as interoperability. Para no. 1.12 of the State's IT & ITES Policy 2007 specifically mentions about these aspects.
- 5.2 For citizen-centric e-Governance projects, to the extent feasible, the Departments should develop modules for integration with mobile technology so as to enhance the reach of the IT application to residents in remote areas overcoming issues related with topography.
- 5.3 While preparing the DPR, and the implementation schedule of the project, it would be the responsibility of the stake holder Department and its selected service provider to consider the resources available with the State Government in terms of IT infrastructure viz SDC, RSWAN, SecLAN, Metropolitan Area Network (M.A.N), e-Mitra, CSC, etc.
- 5.4 The Detailed Project Report should incorporate aspects related to long term sustainability of the project even after completion of Facility Management System period including training and capacity building of the existing employees.
- 5.5 The RFP prepared by the Department or by Consultant / DPR prepared by RajCOMP should reach the office of DoIT&C after due approval of PeMT of the concerned department. Technical Team of DoIT&C would thereafter screen the proposals as per enclosed checklist (**Annexure H**) within fifteen days of its submission by the department. If any shortcomings are found in the proposal after undertaking preliminary screening, the same shall be referred back to the department with observations/recommendations for necessary modifications as deemed appropriate.

## **6 ROLE OF DoIT&C IN PLANNING OF e-GOVERNANCE PROJECTS AND THEIR SUCCESSFUL EXECUTION**

The role of DoIT&C in planning of e-governance projects for the State is summarized as below :

### **6.1 In case the project is assigned to RajComp:**

- To provide approval for assigning the work to RajCOMP
- To approve Preliminary Project Report prepared by RajCOMP
- To approve Detailed Project Report prepared by RajCOMP

### **6.2 In case project is executed by the Department / through Consultant:**

- To approve Preliminary Project Report
- To approve RFP document

## **7 STEP III: IMPLEMENTATION PHASE**

- 7.1 After obtaining due approval from appropriate levels as per the aforesaid procedure, the Department would be entitled to execute and implement the project either through a transparent bidding process by floating the RFP prepared by the Consultant or on a turn-key basis through RajCOMP as per provisions of GF&AR. **In either case the Department shall enter into a contract at its own level with the concerned executing agency.**
- 7.2 Depending on the core competence available within the Department, the Department may either supervise the implementation of the project at its own level or alternatively through the consultant already hired for this purpose as per procedure outlined above.
- 7.3 As far as possible, e-Governance projects should be executed on a Public-Private-Partnership (PPP) model like Build-Own-Operate (BOO) / Build-Own-Operate-Transfer (BOOT) / Build-Operate-Transfer (BOT).
- 7.4 It shall be the responsibility of the concerned Department to update the physical and financial progress of the projects being implemented as per identified milestones including the functionality of the different modules comprising the applications as well as the progress regarding purchase and deployment of hardware in the format / web based application developed by DoIT&C for this purpose **and** in the project monitoring component of the existing Chief Minister's Information System (CMIS).

## **8 STEP IV: EXIT PROTOCOL**

- 8.1 The Department will ensure that the Service Level Agreement (SLA) entered into with the executing agency as mentioned in RFP should clearly outline the procedure of taking over the charge of the project from the executing agency.

## **9 STEP V: POST IMPLEMENTATION**

9.1 Upon completion of the project and after being operationalised, the Project Proposal should also incorporate Third Party Audit of the Project by outsourcing the Third Party Audit work through transparent bidding process.

## **10 GENERAL CONDITIONS**

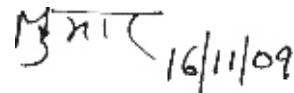
- 10.1 The projects of only Hardware purchase without any Application Software shall not be considered for appraisal by DoIT&C.
- 10.2 The projects which are covered under the NeGP and also being funded by Government of India shall not be undertaken by any Department.
- 10.3 DoIT&C shall try to eliminate any duplicity of the Application Software/Modules which have been already developed by some department while evaluating the projects as received from Departments.
- 10.4 Any e-Governance application developed by any Government Department that is replicable must be submitted in totality (source code in CD, operational manual, brochure, etc.) to DoIT&C for inclusion in its Digital Library.
- 10.5 DoIT&C being the nodal Department for computerization in Government Domain across the State, the IPR of the e-Governance and other IT applications of all Government Departments will rest with DoIT&C. DoIT&C reserves the Right to replicate such applications in other Government Departments (other than the Department developing the application), as and when required.

## **11 FUNDING FROM BACKEND BUDGET HEAD OF DOIT&C**

- 11.1 As far as the Budget provision of DoIT&C under back-end is concerned, DoIT&C shall utilize the budget for following purposes:
  - i. To develop common G-2-G Application software that can be used by all the departments in case of inter-departmental matters, wherever required.
  - ii. For maintenance of existing applications/networks and for their up gradation and modernisation
  - iii. To undertake planning and implementation of key e-Governance Projects on behalf of the concerned departments in cases where they are of immediate importance to the State Government and where the department concerned does not have the requisite expertise within the Department to handle such projects.
  - iv. Expansion, maintenance and up gradation of core NeGP projects
  - v. Expansion, maintenance and up gradation of e-Mitra Projects
  - vi. Execution of e-Vikas Kendra Project in consultation with Department of Panchayati Raj & Rural Development which is the Administrative Department for this Project.

- vii. Preparation of Policy and Regulatory framework for e-Governance.
- viii. Monitoring and Supervision of e-Governance Projects of State Government Departments.
- ix. Planning and execution of Innovative e-Governance Projects.
- x. Implementation of e-Governance Projects currently being funded under Backend Computerisation.
- xi. Any other e-Governance Project assigned by the Government from time to time.

**All Departments to ensure that the provision for all activities related to computerization and IT are accounted and provided for under the budget head “62 – Computerization and related communication expenses”. This issues with the approval of FD vide their ID No 100903747 dated 30.09.09.**

 16/11/09

(Tanmay Kumar)

**Commissioner & Secretary, IT&C**

**Enclosures:**

- a) National e-Governance Plan
- b) Project e- Governance Mission Team (PeMT)
- c) Format for Preliminary Project Proposal submission
- d) GF&AR – III Rule 20(e)
- e) Format for obtaining approval for Preliminary Project Report through RajCOMP / Consultant
- f) Project Approval Committee(PAC)/State e-Mission Team (SeMT)
- g) Empowered Committee/ State Level Apex Committee.
- h) Checklist for use of Technical Committee of DoIT&C for evaluation of Departmental projects.

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## **Annexure A**

# **NATIONAL e-GOVERNANCE PLAN**

### **About**

- The National e-Governance Plan (NeGP) has been formulated by the Department of Information Technology (DIT) and the Department of Administrative Reforms & Public Grievances (DAR&PG) keeping this priority in mind and presently consists of Key Components including Core & Support Infrastructure and 27 Mission Mode Projects (MMPS) to be implemented at the Central, State and Local Government levels.
- The NeGP aims at improving delivery of government services to citizens and businesses.

### **NeGP Approval**

- The Government of India approved the National e-Governance Plan (NeGP), comprising of 27 Mission Mode Projects (MMPS) and 10 components, on **May 18, 2006**.

### **NeGP vision**

- ***“Make all Government services accessible to the common man in his locality, through common service delivery outlets and ensure efficiency, transparency & reliability of such services at affordable costs to realise the basic needs of the common man”***

### **Status Note on MMPS in Rajasthan**

- Line Ministries/Departments are responsible for the implementation of the assigned Mission Mode Projects (MMPS)/Components. Mission Mode Projects are owned and spearheaded by various line Ministries for Central Government, State Governments and Integrated projects. Each Department is to work in a project mode within a tight, defined timeframe. A Line Department has to prepare a detailed project report clearly spelling out all-important aspects of the project like services and service levels, project implementation team, process reengineering proposed, change management plan, project management plan, timelines, etc. The services and service levels are to be finalised in consultation with the actual users and for this, each concerned department has to form an Advisory Committee, on which users will be represented. Wherever required by the Ministries/ Departments concerned, DIT will provide necessary support for project formulation and development.
- State Governments are responsible for implementing State Sector MMPS, under the overall guidance of respective Line Ministries, in cases where Central Assistance is also required. An Apex Committee has been constituted at the State level headed by the Chief Secretary with a similar role and responsibility to the Apex Committee at the centre.
- DIT, GoI is the facilitator and catalyst for the implementation of NeGP and is tasked with providing assistance to the Departments & also serves as the secretariat to the Apex Committee and assists it in managing the programme. The DIT also implements pilot/ infrastructure/ technical/ special projects and support components. Further, considering the complexity of the Programme and the need to look at issues such as overall technology architecture, framework, standards, security policy, funding strategy, service delivery mechanism, sharing of common infrastructure etc. at a program level, the technical appraisal of all NeGP projects is done by DIT, prior to a project being placed before the EFC/ CNE. This appraisal covers issues relating to project design, optimal utilisation of infrastructure, compliance with interoperability standards etc. It may be mentioned that the DIT has already set up a Programme Directorate to provide support to departments in conceptualizing, developing, appraising, implementing and monitoring respective MMPS

**Following is the list of indicative MMPs provided by MIT, GoI:**

S.No	Mission Mode Projects	Line Ministries/ Departments responsible
<b>Central Government</b>		
01	Income Tax	Ministry of Finance/Central Board of Direct Tax
02	Passport Visa & Immigration Project	Ministry of External Affairs/Ministry of Home Affairs
03	DCA21	Department of Company Affairs
04	Insurance	Dept. Of Banking
05	National Citizen Database	Ministry of Home Affairs/Registrar General of India (RGI )
06	Central Excise	Department of Revenue/Central Board of Excise & Custom
07	Pensions	Dept. Of Pensions & Pensioners welfare & Deptt. Of Expenditure
08	Banking	Dept. of Banking
<b>State Government (tentative, to be finalized in consultation with the States)</b>		
01	Land Records	Ministry of Rural Development
02	Road Transport	Ministry of Road Transport & Highway
03	Property Registration	Department of Land Resources
04	Agriculture	Department of Agriculture & Cooperation
05	Treasuries	Ministry of Finance
06	Municipalities	Ministry of Urban Development and Poverty Alleviation
07	Gram Panchayats	Ministry of Panchayati Raj
08	Commercial Taxes	Ministry of Finance
09	Police (UTs initially)	Ministry of Home affairs
10	Employment Exchange *	Ministry of Labour
<b>Integrated Services</b>		
01	EDI (E-Commerce )	Ministry of Commerce and Industry
02	E-Biz	Department of Industrial Policy & Promotion / Department of Information Technology
03	Common Service Centres	Department of Information Technology
04	India Portal	Department of Information Technology and Department of Administrative Reforms and Public Grievances
05	EG Gateway	Department of Information Technology
06	E-Courts*	Ministry of Justice/ Ministry of Home Affairs
07	E-Procurement*	Ministry of Commerce and Supply

**Annexure B**

राजस्थान सरकार

प्रशासनिक सुधार विभाग

(ग्रुप-3)

क्रमांक: प.6(57) / प्र.सु. / अनु.3 / 2004 / 2

जयपुर, दिनांक: 09.11.2009

इस विभाग के समसंब्यक्त आदेश दिनांक 30.10.2004 एवं 15.02.2007 द्वारा गठित परियोजना ई-प्रशासन लक्ष्य दल (Project e-Governance Mission Team) का निम्नानुसार पुर्णगठन एतद् द्वारा किये जाने की स्वीकृति राज्यपाल मदोदय द्वारा प्रदान की जाती है।

1.	संबंधित विभागों के प्रमुख शासन सचिव / सचिव	अध्यक्ष
2.	संबंधित विभाग के विभागाध्यक्ष	सदस्य
3.	संबंधित विभाग में पद स्थापित लेखा सेवा का वरिष्ठतम् अधिकारी	सदस्य
4.	विभाग में पद स्थापित एनालिस्ट-कम-प्रोग्रामर / प्रोग्रामर अथवा सूचना प्रौद्योगिकी एवं संचार विभाग के संबंधित अन्य अधिकारी	सदस्य
5.	राज्य सूचना अधिकारी (State Informatics Officer) नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी.)	सदस्य
6.	सूचना प्रौद्योगिकी एवं संचार विभाग के परिपेक्ष्य में अतिरिक्त निदेशक एवं अन्य विभागों के सन्दर्भ में विभागाध्यक्ष से निचले स्तर का संबंधित विभाग का शीर्ष अधिकारी	सदस्य सचिव

विभागों के अन्तर्गत उक्तानुसार गठित किये जाने वाले परियोजना ई-प्रशासन लक्ष्य दल (Project e-Governance Mission Team) द्वारा निम्नांकित कार्य सम्पादित किये जायेगें:—

- विभागीय स्तर पर पूर्णतया कम्प्यूटरीकृत की जा सकने वाली नागरिकोन्मुखी / व्यापारोन्मुखी सेवाओं / गतिविधियों का निर्धारण एवं प्रारंभिक परियोजना रिपोर्ट तैयार करना।
- विभागीय स्तर पर पूर्ण कम्प्यूटरीकरण की परियोजना में Business process Reengineering/ Government Process Reengineering and Change Management की आवश्यकताओं का निर्धारण अवश्य रूप से चिह्नित किया जाना।
- विभागीय परियोजनाओं का निर्धारित मापदण्डों के अनुसार सूचना प्रौद्योगिकी एवं संचार विभाग से अनुमोदन करवाना।
- कार्य योजना एवं निपुणता निर्धारण को अन्तिम रूप देना।

- 5 विभागीय परियोजना के लिए परामर्शदाता करने के लिए आवश्यक निविदा तैयार करना।
- 6 विभागीय परियोजना के लिए निर्धारित मापदण्डों के अनुसार विस्तृत परियोजना रिपोर्ट तैयार करना एवं सक्षम स्तर से विस्तृत परियोजना का अनुमोदन करवाना।
- 7 परियोजना प्रबन्धन एवं कार्य निर्धारण करना।

इस परियोजना के तहत गठित किये गये ई-प्रशासन लक्ष्य दल के प्रयोजनार्थ सूचना प्रौद्योगिकी और संचार विभाग प्रशासनिक विभाग होगा।

आज्ञा से,

  
सासन उप सचिव ११.८

प्रतिलिपि निम्नलिखित को प्रशासनिक विभाग के माध्यम से सूचनार्थ एवं आवश्यक कायवाहा हतु प्रेषित है :—

1. अतिरिक्त मुख्य सचिव, महामहिम राज्यपाल महोदय, राजस्थान, जयपुर
2. प्रमुख सचिव, माननीय मुख्यमंत्री महोदय, राजस्थान, जयपुर
3. निजी सचिव, मुख्य सचिव महोदय, राजस्थान, जयपुर
4. समस्त प्रमुख शासन सचिवगण, राजस्थान, जयपुर
5. शासन सचिव, सूचना प्रौद्योगिकी और संचार विभाग, राजस्थान, जयपुर
6. सचिव, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार, इलेक्ट्रानिक निकेतन, नई दिल्ली
7. समस्त संभागीय आयुक्त
8. समस्त शासन सचिवगण, राजस्थान, जयपुर
9. समस्त विभागाध्यक्ष, राजस्थान, जयपुर
10. समस्त जिला कलैक्टर, राजस्थान, जयपुर
11. उपशासन सचिव, आयोजना विभाग, राजस्थान, जयपुर
12. उपशासन सचिव, वित्त (व्यय—I, II, III एवं IV)
13. राज्य सूचना अधिकारी (State Informatics Officer) नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी), राजस्थान, जयपुर
14. आयुक्त, सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान, जयपुर को आज्ञा की अतिरिक्त प्रतियां संबंधित सदस्यों हेतु प्रेषित है।
15. रक्षित पत्रावली

  
अनुभागाधिकारी

**Annexure C**

**Performa for submission of Preliminary Project Report for approval**

**Project Demographics :**

Description	Detail
Name of the Project	
Name of the Department	
Head of The Department	
Nodal officer for the Project	Name : Designation : Phone No. : Mobile No. : Email :
Total Estimated Cost of the Project	
Proposed Method of Execution	RajComp/NIC/Open tender/Other
Concession Type	BOOT/BOT/BOO/EPC/etc.
Nature of Project	G2C/G2G/G2B
Preliminary Study Report Submitted	Yes/No (If Yes then name of agency – RajComp/NIC/Departmental Officer/Other
System Study Report Submitted	Yes/No (if Yes then name of agency - RajComp/NIC/Departmental Officer/Other
Remarks, if any	

**Project Objectives :**

Project Objectives
1.
2.
3.
4.
5.

## Scope of the Project :

Activities	Funding Agency	Executing Agency	Estimated Time	Estimated Expenditure	Deliverables	Phase Number
<b>Non-recurring Activities :</b>						
1. System Study & Design						
2. Business Process Re-engineering						
3. Application Software Development						
4. Website Development						
5. Data Conversion/Migration/Entry						
6. Hardware Procurement						
7. System Software						
8. Networking						
- Local Area Networking						
- Wide Area Networking						
9. GIS related activity						
10. Training						
11. Site Preparation						
<b>Recurring Activities :</b>						
1. Operational Manpower during implementation						
2. Operational Manpower for Post Implementation Support/ Maintenance (not more than one year)/ Facility Management Services						

Activities	Funding Agency	Executing Agency	Estimated Time	Estimated Expenditure	Deliverables	Phase Number
3. Software Maintenance (to start after one year of implementation)						
4. Hardware Maintenance						

### Present Computing Resources with the Department :

#### Application Software :

Sr.	Application Software	Platform	Year of Development	Developed By	Status	Whether useful for other Deptt.	Remarks
1							
2							
3							
4							
5							

#### System Software :

Sr.	System Software	Version Detail	Qty.	Year of Purchase	Supplied by	Status
1						
2						
3						
4						
5						

**Computer Hardware :**

Sr.	Computer systems & Allied Items	Make & Model	Detail Configuration	Qty.	Year of Purchase	Supplied By	Being used by	Status
1								
2								
3								
4								
5								

**Networking Equipments :**

Sr.	Networking Equipments	Make & Model	Detail Configuration	Qty.	Year of Purchase	Supplied By	Being used by	Status
1								
2								
3								
4								
5								

**DOIT&C/Contractual Manpower :**

Sr.	Designation of Manpower	No. of Sanctioned post	No. of Filled up Post (Regular Staff)	No. of filled up post (Contractual staff)	Vacant Post	Remarks
1						
2						
3						
4						
5						

**IT Trained Manpower :**

Sr.	Designation of Manpower	No. of Sanctioned post	No. of Filled up Post	No. of IT trained manpower	Remarks
1					
2					
3					
4					
5					

**Previous Sanctions for IT Projects :**

Sr.	Sanction No.	Sanction Date	Amount Sanctioned	Purpose of Sanction	Funding Agency	Executing Agency	Utilisation certificate issued (Yes/No)	Utilisation Status
1								
2								
3								
4								
5								

## Phasewise Resource Requirement (Phase :   )

### Application Software Modules :

S. No.	Name of the Application Software	Platform	Section Name	Whether useful for other deptt.
1				
2				
3				
4				
5				

### System Software :

S. No.	Name of the System Software	Version Detail	Qty.	Purpose of Software
1				
2				
3				
4				
5				

### Computer Hardware :

S. No.	Computer Hardware & Allied Items	Detailed Config.	Qty.
1			
2			
3			
4			
5			

**Networking Equipments :**

S. No.	Networking Equipments	Detailed Config.	Qty.
1			
2			
3			
4			
5			

**Training to Officials :**

S. No.	Type of Training Programme	Designation of Manpower	Number of officials required to be trained	Duration of Training
1				
2				
3				
4				
5				

**Data Entry/Digitisation/Scanning :**

S. No.	Nature of Work (Data Entry/Scanning/ Digitization)	Estimated Time	Work Estimate	Estimated Cost (in Rs.)
1				
2				
3				
4				
5				

## **Facility Management :**

S. No.	Level of Manpower Required	No. of Manpower	Nature of Manpower (regular/ Contract)	Period for which required	Estimated per month Payment for manpower
1					
2					
3					
4					
5					

## Existing Workflow :

## **Exit Protocol :**

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**Annexure D**

**GOVERNMENT OF RAJASTHAN**  
**GENERAL FINANCIAL AND ACCOUNTS RULES**  
**DELEGATION OF FINANCIAL POWERS (Part - III) (Order no. 13/2009) [AMENDED ON 18.06.2009]**

<b>SN</b>	<b>Nature of Power</b>	<b>Restrictions/Conditions</b>	<b>Powers</b>	<b>Remarks</b>
20(e)	To incur expenditure on hiring of consultancy services of PDCOR Ltd.	<p>i) Necessary prior provision in the budget for hiring of consultancy services should exist either with the department or through Rajasthan Project Development Fund.</p> <p>ii) Administrative departments shall have the choice to hire directly the services of consultancy from PDCOR or select the consultants through a competitive process.</p> <p>iii) The decision to hire consultancy from PDCOR directly shall be taken by the Pr. Secretary/ Secretary of the Administrative department with approval of Chief Secretary, subject to the following conditions:</p> <p>a. Where consultancy fees is less than Rs.1.00 crore.</p> <p>b. There is urgency in preparation of consultancy report, such urgency being decided by giving reasons in writing and shall be recommended by the Administrative department and approval of Chief Secretary taken in every such case.</p>	<u><b>Administrative Department</b></u>  Up to Rs.1.00 Crore	To hire Consultancy from PDCOR without bids up to the extent of Rs.1.00 Crore.

By Order  
-sd-  
P. N. Sharma  
OSD

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**Annexure E**

**Government of Rajasthan**  
**Department of Information Technology and Communications**

**Format for Seeking Approval for Preparation of  
Preliminary Project Report through Consultant / RajCOMP**

Name of the Project	
Name of the Department	
Head of the Department	
Detail of Project Officer	Name : Designation : Phone Number : Mobile No. : Email Address :
Nature of the Project	1. G2C 2. G2G 3. G2B 4. Others
Present IT Manpower	1. DOIT&C : 2. Contractual : 3. Others :
Method of Execution	1. RajComp 2. DOIT&C 3. Self 4. NIC 5. Through Tender 6. Others
Proposed Expenditure on Study	
Time Period for study	
Areas in compliance with NeGP	
Benefits flowing to Citizen	
Business Process Re-engineering Required	
Change Management	

**Date:**

**Signature & Seal**

**(Head of the Department)**

**For Official Use  
DOIT&C**

Date of Approval	
Approved By	Director/Commissioner, IT / SeMT (PAC)
Nodal Officer from DOIT&C	
Approved Method of Execution	
Time Period of Execution	
Condition on Sanction, if any	

**Additional Director**

**Annexure E**

राजस्थान सरकार  
प्रशासनिक सुधार विभाग  
(ग्रुप-3)

क्रमांक: प.6(57) / प्र.सु. / अनु.3 / 2004(3) /

जयपुर, दिनांक 15.02.2007

आज्ञा

इस विभाग के समसंख्यक आदेश दिनांक 30.10.2004 द्वारा गठित परियोजना अनुमोदन समिति (Project Approval Committee) का नाम इस आदेश द्वारा राज्य ई-प्रशासन लक्ष्य दल (State e-Governance Mission Team) किये जाने की स्वीकृति राज्यपाल महोदया द्वारा प्रदान की जाती है। इस आदेश द्वारा राज्य सूचना अधिकारी (State Informatics Officer), नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी) को पूर्व में नामित सदस्यों के अतिरिक्त राज्य ई-प्रशासन लक्ष्य दल में सदस्य के रूप में सम्मिलित किया जाता है।

अतः राज्य ई-प्रशासन लक्ष्य दल (State e-Governance Mission Team) का निम्नानुसार गठन एतद् द्वारा किया जाता है:—

1.	प्रमुख शासन सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग	अध्यक्ष
2.	प्रमुख शासन सचिव, (वित्त) अथवा मनोनीत प्रतिनिधि	सदस्य
3.	संबंधित विभागों के प्रमुख शासन सचिव / सचिव	सदस्य
4.	शासन सचिव, योजना	सदस्य
5.	संबंधित विभाग के विभागाध्यक्ष	सदस्य
6.	प्रमुख शासन सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग से मनोनीत प्रमुख तकनीकी संस्थाओं, तकनीकी के दो विशेषज्ञ (जैसे IIT, BITS, Pilani, LNMIT etc.)	विशेष आमंत्रित
7.	राज्य सूचना अधिकारी (State Informatics Officer), नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी)	सदस्य
8.	निदेशक, सूचना प्रौद्योगिकी एवं संचार विभाग	सदस्य सचिव

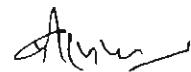
पूर्व में जारी आदेश में वर्णित कार्यों के अतिरिक्त राज्य ई-प्रशासन लक्ष्य दल (State e-Governance Mission Team) निम्नलिखित कार्य भी सम्पादित करेगी:—

1. मुख्य सूचना प्रौद्योगिकी परियोजनाओं को अनुमति देना
2. सूचना प्रौद्योगिकी परियोजनाओं को बनाने में विभिन्न विभागों को सहायता उपलब्ध कराना
3. शीर्षस्थ समिति के लिए तकनीकी सचिवालय के रूप में कार्य करना

4. सूचना प्रौद्योगिकी परियोजनाओं के लिए सामर्थ्य विकसित योजनाओं का क्रियान्वयन
5. प्राप्ति एवं अनुबन्ध प्रबन्धन
6. वित्तीय प्रबन्धन एवं गुणवत्ता सुनिश्चित करना

राज्य ई—प्रशासन लक्ष्य दल का प्रशासनिक विभाग सूचना प्रौद्योगिकी और संचार विभाग होगा।

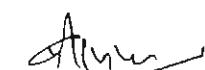
आज्ञा से,



उपशासन सचिव

प्रतिलिपि निम्नलिखित को प्रशासनिक विभाग के माध्यम से सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :—

1. प्रमुख सचिव, महामहिम राज्यपाल महोदया, राजस्थान, जयपुर
2. प्रमुख सचिव, मुख्यमंत्री महोदया, राजस्थान, जयपुर
3. निजी सचिव, मुख्य सचिव, राजस्थान, जयपुर
4. समस्त प्रमुख शासन सचिवगण, राजस्थान, जयपुर
5. प्रमुख शासन सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान, जयपुर
6. सचिव, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार, इलेक्ट्रॉनिक निकेतन, नई दिल्ली
7. समस्त संभागीय आयुक्त
8. समस्त शासन सचिवगण, राजस्थान, जयपुर
9. समस्त विभागाध्यक्ष, राजस्थान, जयपुर
10. समस्त जिला कलैक्टर, राजस्थान
11. उपशासन सचिव, आयोजना विभाग, राजस्थान, जयपुर
12. उपशासन सचिव, वित्त (व्यय—A, AA, AAA एवं IV)
13. राज्य सूचना अधिकारी (State Informatics Officer), नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी), राजस्थान, जयपुर
14. निदेशक, सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान, जयपुर को आज्ञा की अतिरिक्त प्रतियों संबंधित सदस्यों हेतु प्रेषित है।
15. रक्षित पत्रावली



उपशासन सचिव

**Annexure G**

राजस्थान सरकार  
प्रशासनिक सुधार विभाग  
(ग्रुप- 3)

क्रमांक: प.6(57) / प्र.सु. / अनु.3 / 2004(1) /

जयपुर, दिनांक 15.02.2007

आज्ञा

इस विभाग के समसंब्यक आदेश दिनांक 30.10.2004 द्वारा गठित सर्वाधिकार प्राप्त समिति (Empowered Committee) का नाम इस आदेश द्वारा राज्य स्तरीय शीर्षस्थ समिति (State Level Apex Committee) किये जाने की स्वीकृति राज्यपाल महोदया द्वारा प्रदान की जाती है। इस आदेश द्वारा महानिदेशक, नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी) को पूर्व में नामित सदस्यों के अतिरिक्त राज्य स्तरीय शीर्षस्थ समिति में सदस्य के रूप में सम्मिलित किया जाता है।

अतः राज्य स्तरीय शीर्षस्थ समिति (State Level Apex Committee) का निम्नानुसार गठन एतद द्वारा किया जाता है:—

1.	मुख्य सचिव	अध्यक्ष
2.	प्रमुख शासन सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग	सदस्य
3.	प्रमुख शासन सचिव, वित्त	सदस्य
4.	शासन सचिव, योजना	सदस्य
5.	संबंधित विभागों के सचिव	सदस्य
6.	प्रमुख शासन सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग से मनोनित प्रमुख तकनीकी संस्थाओं, तकनीकी के दो विशेषज्ञ (जैसे IIT, BITS, Pilani, LNMIT etc.)	विशेष आमंत्रित
7.	महानिदेशक, नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी)	सदस्य
8.	निदेशक, सूचना प्रौद्योगिकी एवं संचार विभाग	सदस्य सचिव

पूर्व में जारी आदेश में वर्णित कार्यों के अतिरिक्त राज्य स्तरीय शीर्षस्थ समिति (State Level Apex Committee) निम्नलिखित कार्य भी सम्पादित करेगी:—

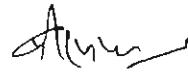
1. मुख्य सूचना प्रौद्योगिकी परियोजनाओं का मूल्यांकन
2. सूचना प्रौद्योगिकी नीति का क्रियान्वयन एवं पुर्नरीक्षण
3. केन्द्र सरकार के साथ समन्वय स्थापित करना
4. विभाग स्तरीय सूचना प्रौद्योगिकी परियोजनाओं का पुर्नरीक्षण
5. नागरिक केन्द्रित परियोजनाओं का प्रारूप निर्धारण

6. सूचना प्रौद्योगिकी ढांचे का विस्तार एवं विकास

7. सूचना प्रौद्योगिकी की लाभदायक परियोजनाओं के लिए दिशा निर्देशों का निर्धारण

राज्य स्तरीय शीर्षस्थ समिति का प्रशासनिक विभाग सूचना प्रौद्योगिकी और संचार विभाग होगा।

आज्ञा से,



उपशासन सचिव

प्रतिलिपि निम्नलिखित को प्रशासनिक विभाग के माध्यम से सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :—

1. प्रमुख सचिव, महामहिम राज्यपाल महोदया, राजस्थान, जयपुर

2. प्रमुख सचिव, मुख्यमंत्री महोदया, राजस्थान, जयपुर

3. निजी सचिव, मुख्य सचिव, राजस्थान, जयपुर

4. समस्त प्रमुख शासन सचिवगण, राजस्थान, जयपुर

5. प्रमुख शासन सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान, जयपुर

6. सचिव, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार, इलेक्ट्रोनिक निकेतन, नई दिल्ली

7. समस्त संभागीय आयुक्त

8. महानिदेशक, नेशनल इनफोरमेटिक सेन्टर (एन.आई.सी), नई दिल्ली

9. समस्त शासन सचिवगण, राजस्थान, जयपुर

10. समस्त विभागाध्यक्ष, राजस्थान, जयपुर

11. समस्त जिला कलैक्टर, राजस्थान

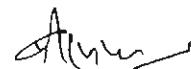
12. राज्य स्तरीय शीर्षस्थ समिति के समस्त सदस्य (समिति के प्रशासनिक विभाग के माध्यम से)

13. उपशासन सचिव, आयोजना विभाग, राजस्थान, जयपुर

14. उपशासन सचिव, वित्त (व्यय—A, AA, AAA एवं IV)

15. निदेशक, सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान, जयपुर को आज्ञा की अतिरिक्त प्रतियों संबंधित सदस्यों हेतु प्रेषित है।

16. रक्षित पत्रावली



उपशासन सचिव

**Annexure H(i)**

**Government of Rajasthan**  
**Department of Information Technology & Communication**

**Checklist for Preliminary Project Report**

<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
1.	Whether Preliminary Project Report submitted in hard copy through - Letter or - On file	
2.	Whether Preliminary Project Report detail fed using website	
3.	Does the detail fed on website conform with hard copy of the PPR submitted to the department?	
4.	Whether Project Officer b appointed within the department	
5.	Whether Project e-Governance Mission Team (PeMT) has been setup in the department	
6.	Whether In-principle approval of the project obtained from Departmental PeMT	
7.	Whether Project Report has been made a. Inhouse b. Through RajComp c. Through Consultant	
8.	Whether the project falls under any existing Mission Mode project of Government of India	
9.	Whether the project is a. A pilot b. A Roll out subsequent to a pilot phase c. A rollout without pilot phase	
10.	Whether Report mentions detail regarding the implementation plan and the implementing agency	

S. No.	Particulars	Compliance (Y/N)
11.	<b>Need Analysis :</b>	
12.	Whether the Report describes the project alignment with the department's strategic objectives or the problem/issue the project is designed to address	
13.	Whether the Report describes functions that the department performs in the public interest or on behalf of the public service	
14.	Whether Report mentions following detail <ul style="list-style-type: none"> <li data-bbox="311 663 812 699">a. Overview about the department</li> <li data-bbox="311 713 812 749">b. Physical setup of the department</li> <li data-bbox="311 764 812 800">c. Organisational setup of the department</li> <li data-bbox="311 815 812 851">d. Application areas to be taken up for computerization</li> <li data-bbox="311 865 812 901">e. Present computing resources with the department</li> <li data-bbox="311 916 812 952">f. Resources required for computerization</li> <li data-bbox="311 967 812 1003">g. Proposed approach towards computerisation</li> </ul>	
15.	Whether Report categorizes application areas to be taken up for computerization as below <ul style="list-style-type: none"> <li data-bbox="311 1142 812 1178">a. Citizen-centric application areas (as per NeGP)</li> <li data-bbox="311 1193 812 1229">b. Application Areas only for use in this department</li> <li data-bbox="311 1243 812 1311">c. Common Application Areas of the Department (useable by other departments as well)</li> </ul> OR <ul style="list-style-type: none"> <li data-bbox="311 1381 812 1417">d. G2G</li> <li data-bbox="311 1431 812 1467">e. G2C</li> <li data-bbox="311 1482 812 1518">f. G2B</li> </ul>	
16.	<b><u>For funding from Backend Budget of DoIT&amp;C:</u></b> Whether report mentions plan for : <ul style="list-style-type: none"> <li data-bbox="262 1676 1192 1744">a. Development of Application Software for Interdepartmental activities (G2G)</li> <li data-bbox="262 1759 1192 1826">b. Expansion, maintenance and upgradation of core NeGP projects</li> </ul>	

S. No.	Particulars	Compliance (Y/N)
	c. Planning and Execution of Innovative e-Governance Projects (gap funding, if more than Departmental 3% Plan funds are required) d. Implementation / expansion of e-Governance Projects currently being funded under Backend Computerisation	
17.	Whether Report evaluates the potential cost savings from computerization for the department / objectives of computerisation	
18.	Whether the present computing resources can be used in the computerization of present application areas	
19.	Whether software for any of the application areas mentioned in the report have already been developed by any agency or inhouse	
20.	Whether report considers utilisation of existing IT infrastructure of the State viz. SWAN, SDC, MAN, e-mitra, CSC, vikas darpan etc.	
21.	Whether report considers maintenance of existing applications/ networks and their up gradation and modernisation	
22.	Whether report identifies financial implication of the project a. Total one time investment required for execution of the project b. Recurring cost for upkeep of the project	
23.	Whether report identifies sources of funds : a. available budget with the department and b. budget required from DOIT&C c. budget required from any other source viz. GOI etc.	
24.	Whether report mentions information regarding key stakeholders and their relationships	
25.	Whether the report has a mention of compliance with IT policy of the State viz. Use of open platform etc.	

<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
26.	Whether report mentions plan of department to supervise the implementation of the project at its own level or hire the services of a consultant for this purpose	
27.	<b>Option Analysis</b>	
28.	Whether Report mentions the possible computerization options for the department	
29.	Whether Report evaluates each solution option	
30.	Whether Report identifies solution option(s) may be procured as a PPP	
31.	Whether recommendation of a preferred solution option mentioned	
32.	<b>Procurement Plan</b>	
33.	Whether Timelines for the key milestones mentioned	
34.	Whether best procurement practice and procedures suited to the project type and structure mentioned	
35.	Whether Report mentions the project stakeholders and the extent of their involvement in the Project	
36.	Whether Report contains details of the project team and their assigned functions	
37.	Whether list of required approvals from within and outside the institution is included	
38.	Whether Report mentions the contingency plans for dealing with deviations from the timetable and budgets	
39.	Whether Report mentions the means of establishing and maintaining an appropriate audit trail for the procurement	

**Annexure H(ii)**

**Government of Rajasthan**  
**Department of Information Technology & Communication**

**Checklist for RFP for selection of Service Provider**

<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
1.	Whether RFP submitted in hard copy through - Letter or - On file	
2.	Whether RFP is based on a. Two bid system - Technical and financial bids b. Single bid system	
3.	Whether provision for Pre-bid meeting and incorporating changes as addendum in RFP for suggestions received and accepted in pre-bid meeting has been kept in RFP	
4.	Whether Cost of RFP has been Specified	
5.	Whether important dates of RFP have been mentioned viz. a. Date of start of sale of tender b. Date of pre-bid meeting c. Date of publication of final RFP after pre-bid meeting d. Last date of submission of RFP e. Date of technical bids opening f. Date of financial bid opening	
6.	Whether Scope of work for Service Provider (to be selected) has been specified	
7.	Whether RFP specifies detailed project profile	
8.	Whether RFP is divided into following sections : a. Hardware supply b. Application software development	

S. No.	Particulars	Compliance (Y/N)
	c. Training & Capacity Building d. Facility Management Services including Exit Protocol	
9.	Is eligibility Criteria of Service Provider based on : e. Type of entity allowed to bid – Company / partnership firm/Consortium etc. f. Number of years of experience g. Average turnover / Net worth h. Number of similar projects i. ISO/CMM certification j. Number of employees	
10.	Whether Earnest money and Performance Security have been defined as per GF&AR	
11.	Whether Full/Partial Exemption from payment of earnest money and performance security has been defined as per GF&AR	
12.	Whether Validity of bids has been mentioned	
13.	Whether Deliverables of the project have been defined	
14.	Whether Warranty period for the hardware and software items has been specified	
15.	Whether implementation location of project has been specified	
16.	Whether Disqualification Criteria of bidders has been defined	
17.	Whether Bid Evaluation process both for technical and financial bids has been defined	
18.	Whether RFP specifies General Terms and Conditions have been defined	
19.	Whether RFP includes Terms and Condition to enable purchase through e-procurement system of Government of Rajasthan	

<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
20.	Whether Digital Signature for member(s) of the Purchase Committee have been obtained	
21.	Whether Terms and Conditions for supply of hardware have been defined	
22.	Whether Terms and Conditions for development of application software have been defined	
23.	Whether Application Software will have online User-friendly Help facility	
24.	Whether Terms & Conditions for Application Software include integration with Mobile Technology / e-SANCHAR, if feasible	
25.	Whether Terms and Conditions for Training and Capacity Building have been included	
26.	Whether online Training facility for each module of Application Software has been included	
27.	Whether Terms and Conditions for Facility Management Services have been defined	
28.	<p>Whether FMS covers:</p> <ul style="list-style-type: none"> <li>a. Network management services</li> <li>b. Server management services</li> <li>c. Data Base Management and Administration Services:</li> <li>d. Application Management Services</li> <li>e. Preventative Maintenance</li> <li>f. OS Administration and Network Security and LAN administration</li> <li>g. Back-up and Recovery services</li> <li>h. Virus Management Services (GoR to provide the licensed Anti virus toll and the requisite infrastructure to run the Anti – virus tool)</li> <li>i. Desktop management services</li> <li>j. Asset management services</li> <li>k. Vendor management services</li> <li>l. Help Desk services</li> </ul>	

<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
29.	Whether Payment Terms have been defined	
30.	Whether Time Schedule for each service has been defined	
31.	Whether Key Performance Indicators for evaluating the performance of Service Provider during facility management period have been defined	
32.	Whether Liquidity damages specified and linked with <ul style="list-style-type: none"> <li>a. Delivery period (in case of H/w and S/w) and</li> <li>b. KPIs (in case of FMS)</li> </ul>	
33.	Does RFP contain Tender Form?	
34.	Does RFP contain Letter of Undertaking	
35.	Does RFP contain Checklist for documents to be submitted with the bid	
36.	Does RFP contain Service Level Agreement	
37.	Whether RFP defines Exit Protocol and Post-implementation procedure	
38.	Does RFP contain Non-disclosure Agreement	

**Annexure H(iii)**

**Government of Rajasthan**  
**Department of Information Technology & Communication**

**Checklist for Detailed Project Report (DPR) – only in case of project assigned to RajCOMP as per GF&AR Rule 32(A)**

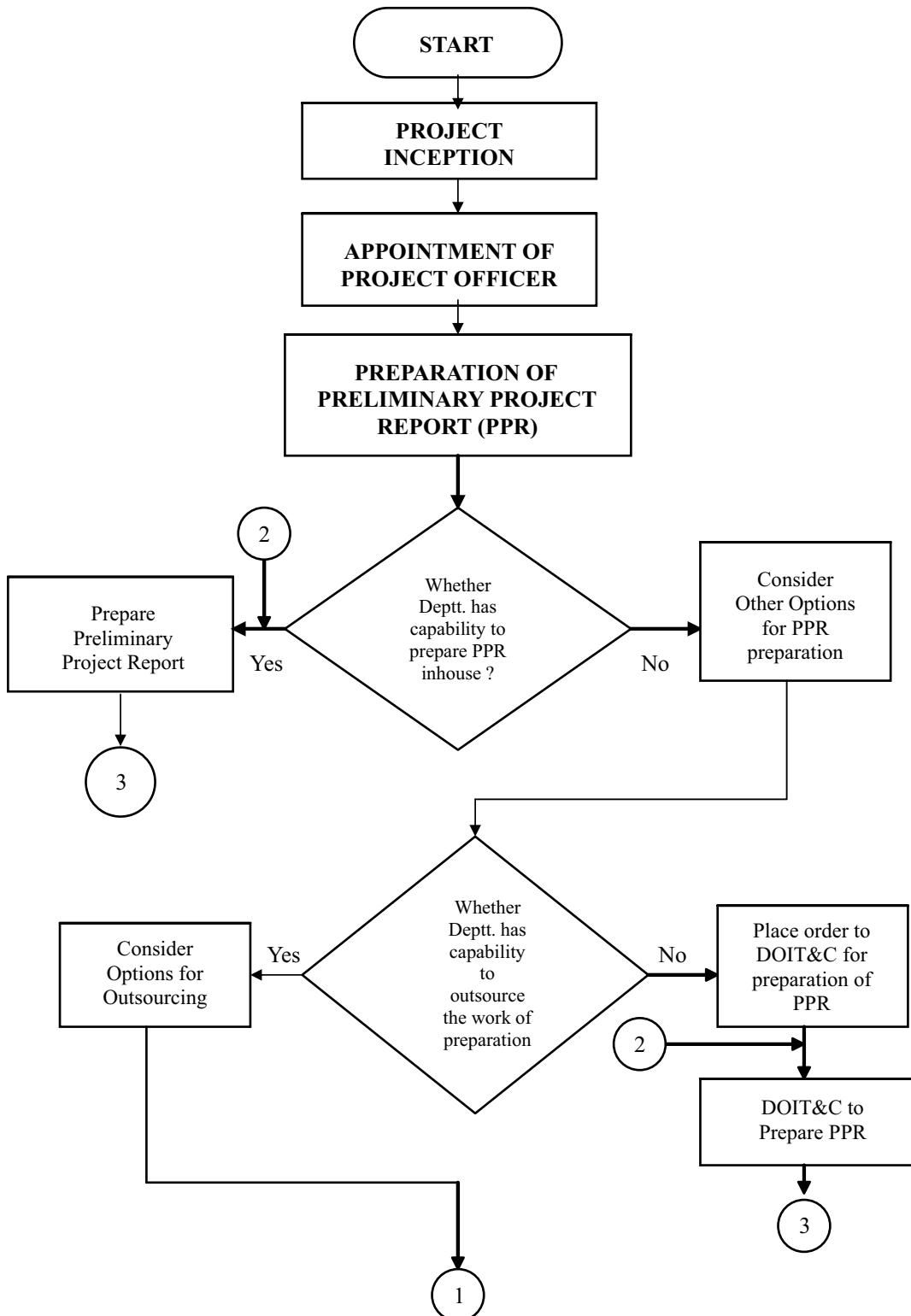
<b>S. No.</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
1.	Whether Detailed Project Report submitted in hard copy through - Letter or - On file	
2.	Whether Project Officer appointed in the department	
3.	Whether Project e-Governance Mission Team (PeMT) has been setup in the department	
4.	Whether In-principle approval of the project obtained from : a. Departmental PeMT b. PAC	
5.	Whether the project falls under any existing Mission Mode project of Government of India	
6.	Whether Report describes functions that the department performs in the public interest or on behalf of the public service	
7.	Whether Report mentions following detail a. Overview about the department b. Application Areas to be taken up for computerization c. Any Business Process Reengineering Requirement d. Inputs, Outputs and Process for each application area e. Formats for each input and output for each application area f. Resources required for computerization in terms of hardware, software, website, networking, training etc.	

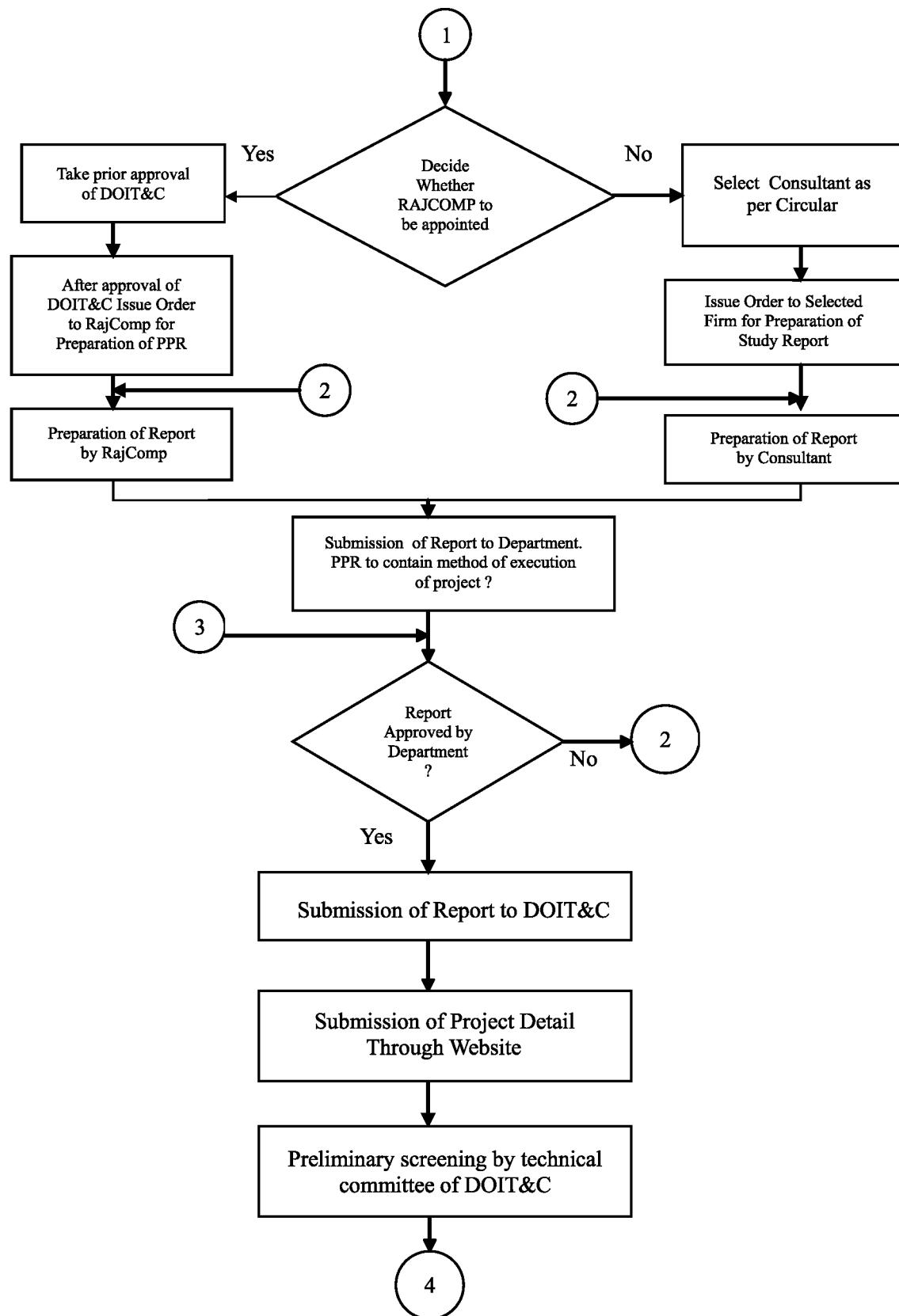
S. No.	Particulars	Compliance (Y/N)
	g. Proposed approach along with time schedule towards computerization	
8.	<p>Whether Report categorizes application areas to be taken up for computerization as below</p> <ul style="list-style-type: none"> <li>a. Citizen centric application areas (as per NeGP)</li> <li>b. Application Areas only for use in this department</li> <li>c. Common Application Areas of the Department (useable by other departments as well)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>d. G2G</li> </ul>	
9.	Whether Report Advocates for any legislative changes Change Management / BPR / GPR	
10.	Whether the report identifies software platform and technical architectures and the standards of system engineering to be adhered to for all major application systems to be developed	
11.	<p>Whether Following Application requirement has been described in detail :</p> <ul style="list-style-type: none"> <li>a. Performance Requirement</li> <li>b. Functional Requirement</li> <li>c. Operational Requirement</li> <li>d. Security and Confidentiality Requirement</li> <li>e. Data Conversion Requirement</li> <li>f. Maintenance and Technical Support Requirement</li> <li>g. Business Continuity Requirement</li> </ul>	
12.	<p><b><u>For funding from Backend Budget of DoIT&amp;C:</u></b></p> <p>Whether report mentions plan for :</p> <ul style="list-style-type: none"> <li>a. Development of Application Software for Interdepartmental activities</li> <li>b. Expansion, maintenance and upgradation of core NeGP projects</li> </ul>	

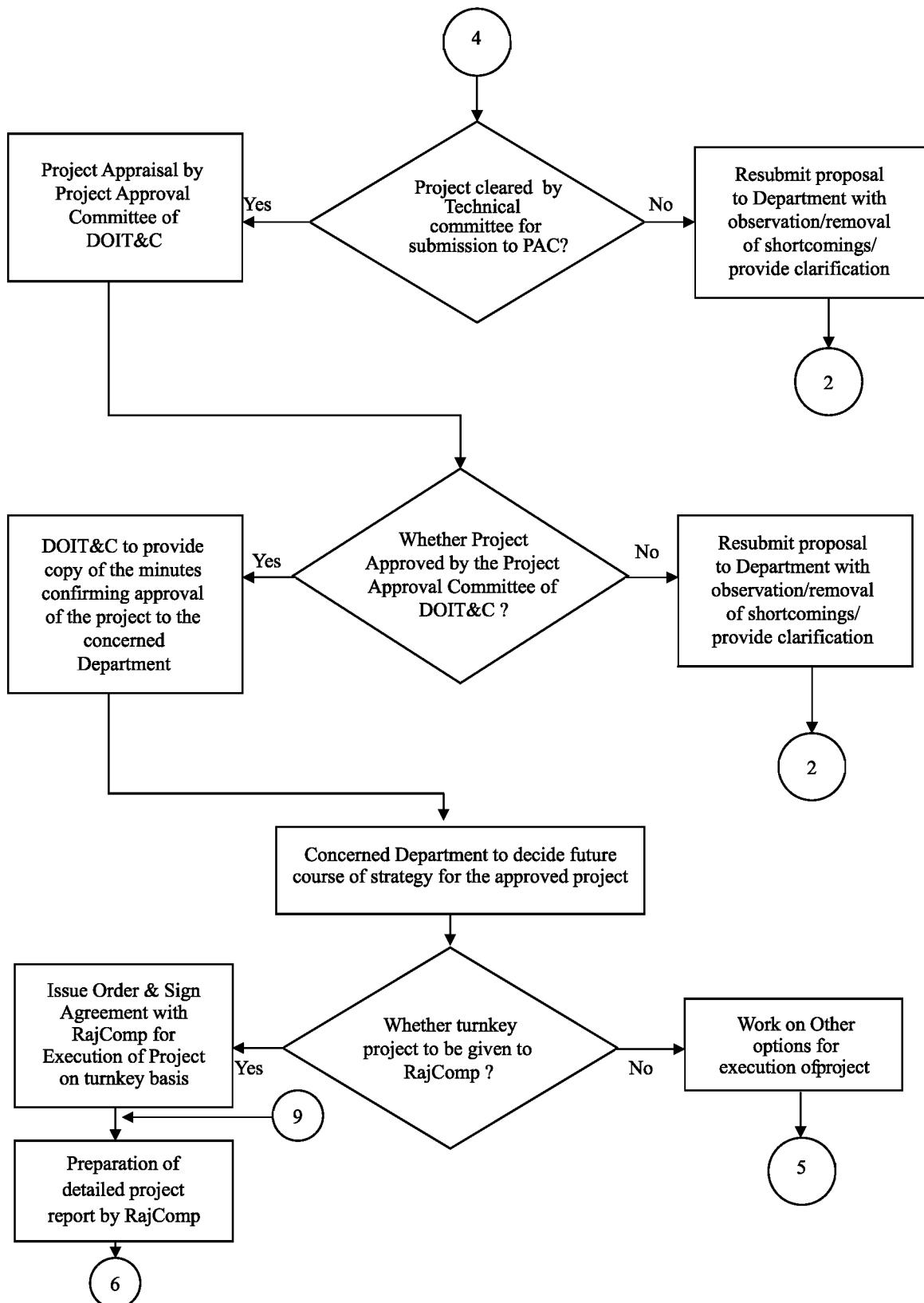
S. No.	Particulars	Compliance (Y/N)
	<ul style="list-style-type: none"> <li>c. Planning and Execution of Innovative e-Governance Projects (gap funding, if more than Departmental 3% Plan funds are required)</li> <li>d. Implementation of e-Governance Projects currently being funded under Backend Computerisation</li> </ul>	
13.	Whether the present computing resources can be used in the computerization of present application areas	
14.	Whether report considers utilisation of existing IT infrastructure of the State viz. SWAN, SDC, MAN, e-mitra, CSC, vikas darpan etc.	
15.	Whether report considers maintenance of existing applications/ networks and their up gradation and modernisation	
16.	<p>Whether report identifies financial implication of the project</p> <ul style="list-style-type: none"> <li>a. Total one time investment required for execution of the project</li> <li>b. Recurring cost for upkeep of the project</li> </ul>	
17.	<p>Whether report identifies sources of funds :</p> <ul style="list-style-type: none"> <li>a. available budget with the department and</li> <li>b. budget required from DOIT&amp;C</li> <li>c. budget required from any other source viz. GOI etc.</li> </ul>	
18.	Whether report mentions information regarding key stakeholders and their relationships	
19.	Whether the report define the project stakeholders and the extent of their involvement in the Project	
20.	Whether Report mentions the project team and their assigned functions	
21.	<p>Whether Project envisages any of the works like</p> <ul style="list-style-type: none"> <li>a. Digitisation</li> <li>b. Data entry/conversion</li> <li>c. Scanning</li> <li>d. Printing</li> </ul>	

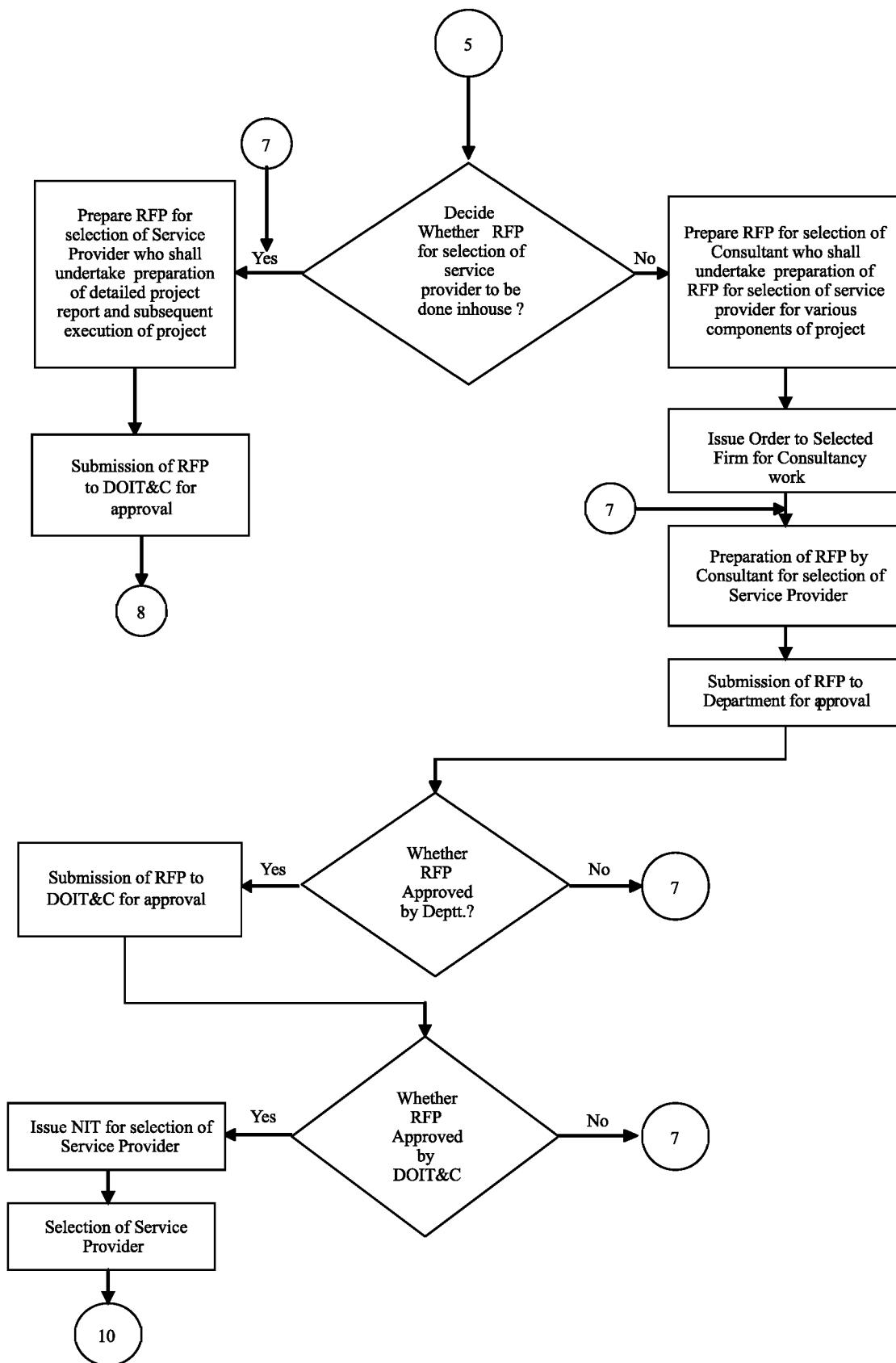
S. No.	Particulars	Compliance (Y/N)
22.	Whether Report contains Timetable for the key milestones	
23.	Whether Detailed work plan and sustainability plan indicated	
24.	Whether Report mentions the contingency plans for dealing with deviations from the timetable and budgets	
25.	Whether Report contains Assumptions and Risk Assessment Matrix. Risk associated with a project are : a. Economic b. Stakeholder c. Social d. Technological e. Financial Etc.	
26.	Whether Measures for Risk Mitigation have been incorporated	
27.	Whether Phasing of the project has been defined	
28.	Whether Exit Protocol has been defined including the role of the service provider, consultant and the Department	
29.	Whether Post Implementation role of Department has been defined	

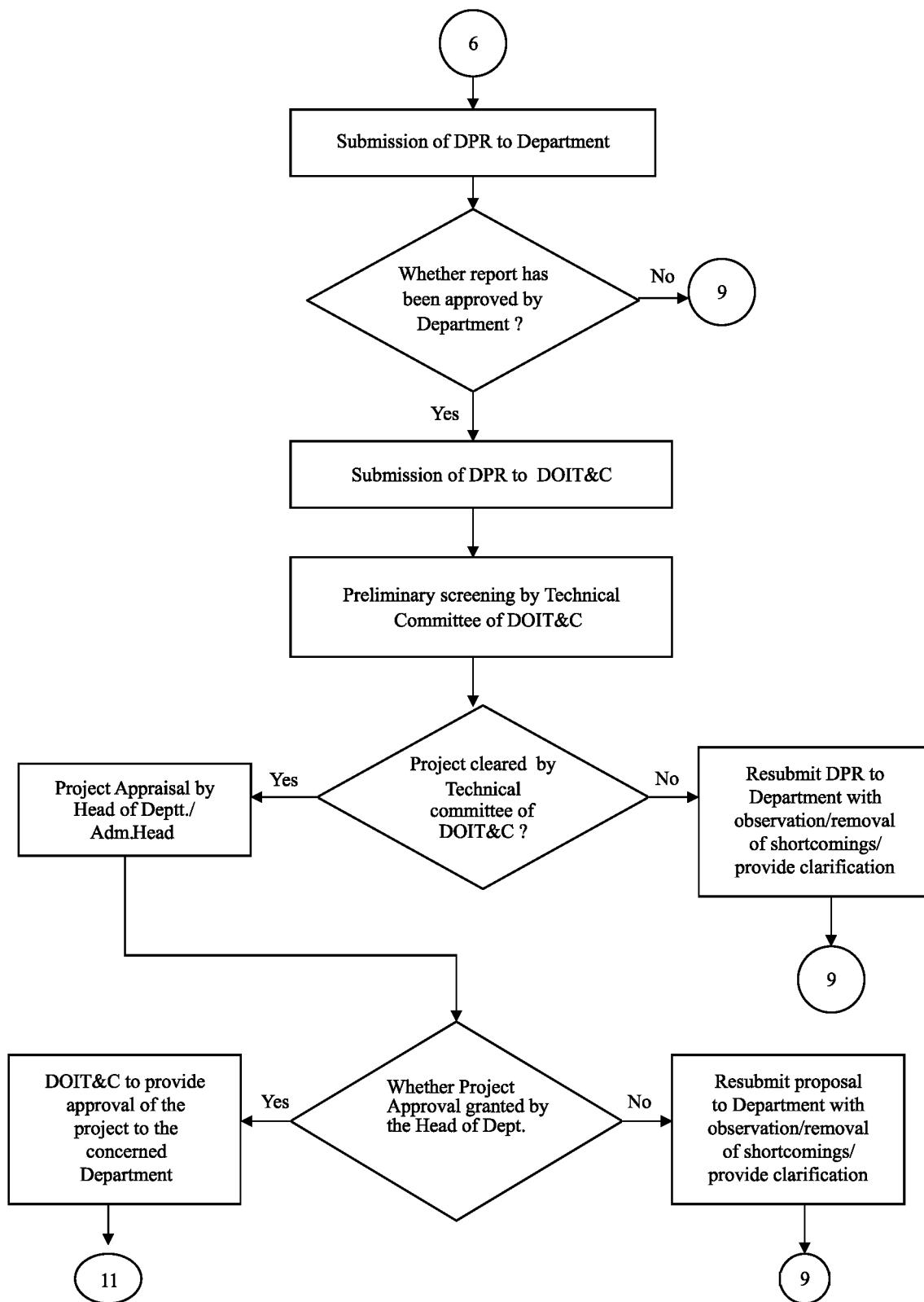
**Diagrammatic representation of the procedural flow**

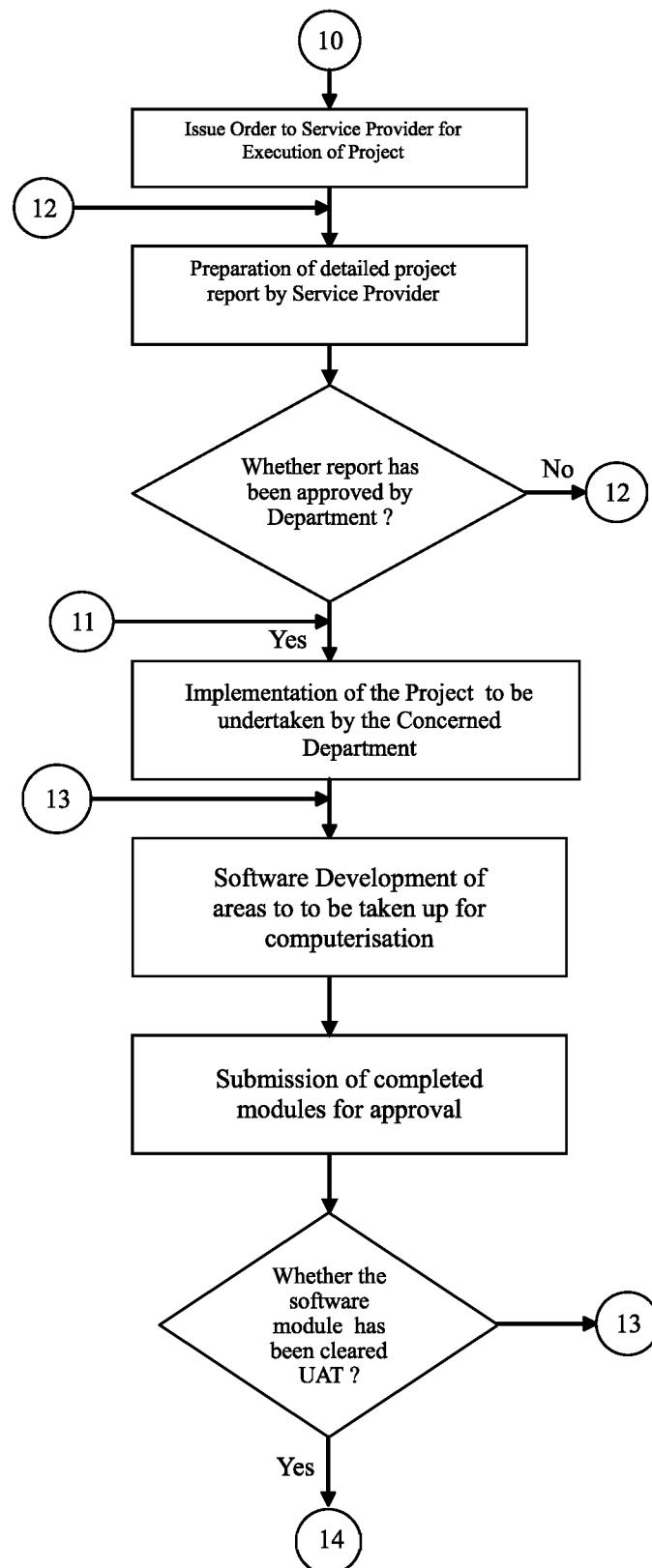


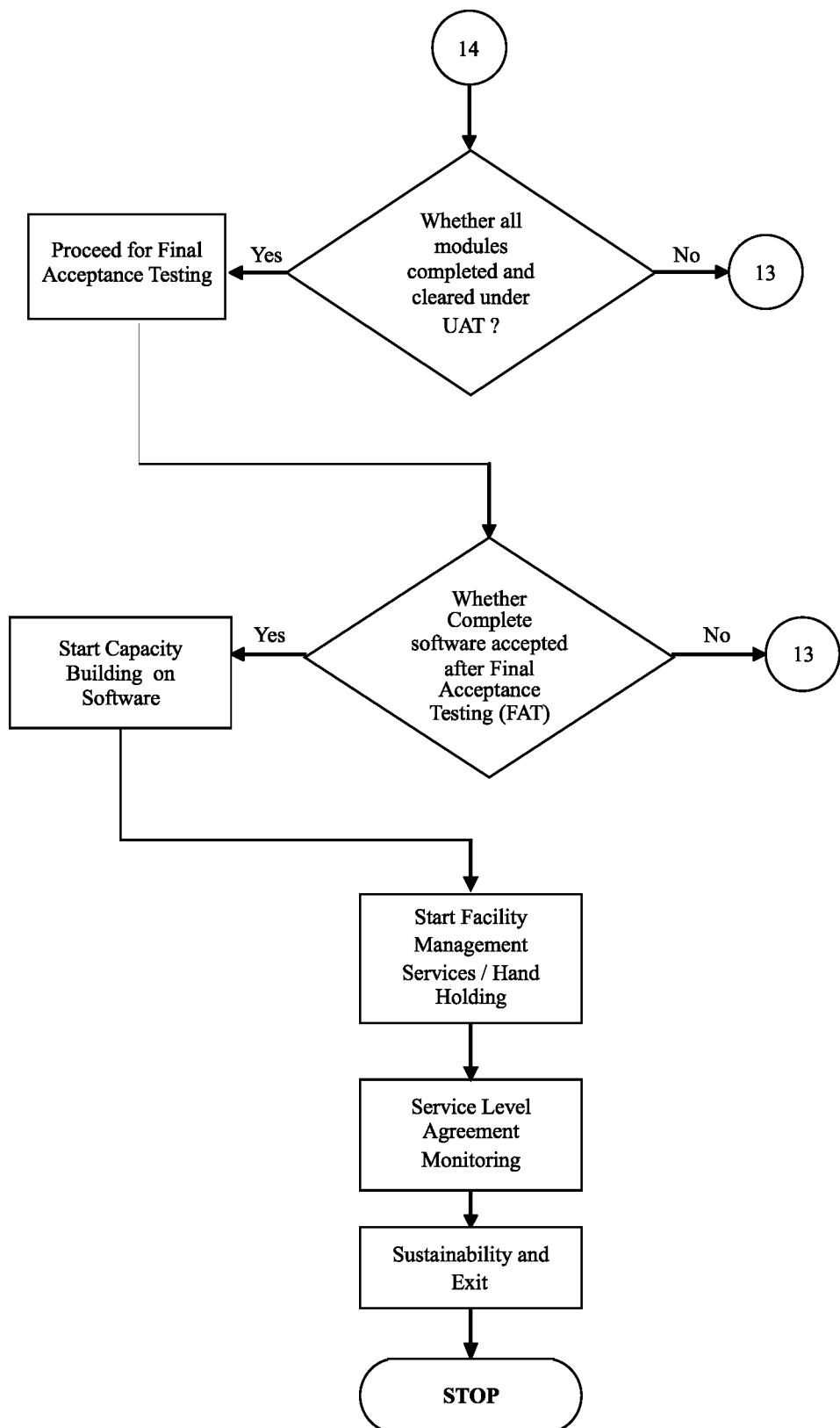












## NOTES

## NOTES

## NOTES



Department of Information Technology & Communication

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