

No.: F5.501(1429)/DoITC HQ/2024/

Dated: Digital Signed Date

Standard Operating Procedure (SOP) for preparing IT/ e-Governance project proposal(s) to be submitted to Department of Information Technology & Communication (DoIT&C) for technical approval of DoIT&C/ State e-Governance Mission Team (SeMT).

S.N.	Description
1.	Project Name
	Name of the IT/ e-Governance project proposal should be clearly mentioned on the basis of nature of the major IT work(s) to be done in the project. Examples: Development & Implementation of the any e-Governance project, Facility Management Services/ Support (FMS) of the e-Governance project, Hiring of Manpower for the e-Governance project, Extension of hiring manpower for the e-Governance project, Revision in e-Governance Project Proposal, e-Governance project with Procurement of Servers and necessary infrastructure at State Data Centre, Establishment of Project Monitoring Unit (PMU) for e-Governance project.
2.	Approval of PeMT (Project e-Governance Mission Team)
	<ul style="list-style-type: none"> The project proposal requirements/ agenda should be analyzed, finalized and approved by Project e-Governance Mission Team (PeMT) constituted by concerned Department (PeMT should be constituted according to the Order issued by Administrative Reforms Department, Rajasthan vide order no. F.6 (57)/ AR/ Sec. 3/ 2004/ 2, dated 21-09-2010) Date of the PeMT should be mentioned in the proposal and Minutes of the Meeting (MoM) of the same should be submitted to DoIT&C along with the proposal.
3.	Project Summary
	<ul style="list-style-type: none"> A brief summary about the e-Governance project should be mentioned whether it is a Budget Announcement/ Chief Minister Announcement/ Chief Minister Directions/ Initiative of Government of India or State Government or anything else. It should also mention the major objectives of the project including benefits of the project and impact of the project in the State or on the citizens of the State.
4.	Details of the Old SeMT approval(s)
	<ul style="list-style-type: none"> If the project is already approved in SeMT/ DoIT&C earlier, then details approvals should also be clearly mentioned in the project proposal as number & date of the SeMT, amount approved in that SeMT. Current expenditure against the earlier approved funds should also be clearly mentioned.
5.	Duration

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	Overall duration/ timelines/ phases of the project work(s) to be executed/ done should be clearly mentioned in months or years.
6.	Scope of Work (SoW)
	SoW of the e-Governance project should be in detailed touching every major/ important objectives/ works to be executed in the project. (it may consist objectives, background, hardware & software requirements, challenges, outcomes, proposed solution, architecture, framework, modules, technology, manpower requirements, FMS support, roles & responsibilities, training and any other important details related to the project.)
7.	Stakeholders
	Stakeholders of the project should be clearly mentioned in the proposal.
8.	Mode of project execution
	Mode of the project execution should be clearly defined. (Project Mode/ Manpower Hiring mode) and further classification as Open Tender (RFP), Single Source, via Manpower hiring etc.)
9.	Project Implementing Agency
	Name of the implementing agency (RISL, NICSI or RFP based selections or any other) for the project should be clearly mentioned in the proposal.
10.	Financial Implication/ Estimated Project Cost
	<ul style="list-style-type: none"> Financial Implications should have detailed cost break-up of every work to be executed in the project and the costing should be justified on the present market rates of the IT works (Development, FMS, O&M, Manpower hiring, ICT hardware procurement, Licenses procurement, Subscriptions purchase, Application hosting, ICT tools procurement, etc.). State Data Center Infrastructure requirements (server deployment, hosting, storage, virtual storage, private cloud storage at SDC etc.) should be clearly mentioned in the proposal with the cost (if required in the project). The details of taxes, GST, services charges. Contingencies etc. should also be included in the project cost.
11.	Detailed Break-up of manpower to be hired (if any)
	<ul style="list-style-type: none"> Manpower resource(s) requirement should have detailed break up with Manpower Designation, Required Number, Tenure (months/ years), Rate (including taxes, GST, services charges, etc.), then total calculated cost including basis of rates. (for example basis of rates may be RISL/ NICSI etc.) Experience of the required manpower should be clearly defined.
12.	Integration with State APIs
	Necessary integration with State Government, IT Architecture, Framework & portfolio, new initiatives, portals, apps and services etc. also be included in the proposal (if required).

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The tentative list of State Government Applications/ portals are as follows (Whichever applicable under e-Governance Project):	
Application/ Portals	Purpose of Integration
RajSSO	SSO enablement under State Government services umbrella for authenticated access to users
RajSewa Dwaar	It is a central API Repository catalogue is used to integrate various national and State Web Applications/ Services developed for various departments/ institutions of Rajasthan.
e-Mitra	If e-Mitra Kiosks are used as stakeholder
Rajasthan Payment Platform (RPP)	If required for payment receipt/ transfer
Raj Supply & Inventory Management System (RajSIMS)	To manage supply and distribution of the commodity stored in the RSWC and information sharing for dashboards and reporting
e-Sanchar	SMS gateway
RajMail	E-Mail gateway
RajDharaa	Rajasthan state's GIS platform for mapping/ dashboards
RajMaster	Source of administrative boundaries
e-Sign	If user Dept. needs to generate e-signed documents
IFMS	If user Dept./ GoR require share information with IFMS
Jan-Aadhaar/ Aadhar/ Other Beneficiary Data Sources	1. Authentication of beneficiaries 2. Area wise beneficiaries database
Online Booking Management System (OBMS)	Rajasthan State's online booking platform
e-Vault	Rajasthan State's document storage repository
Direct Benefit Transfer (DBT)	Online fund transfer system to the beneficiaries
Aadhaar enabled Payment System (AePS) services	Services for withdrawal of money via biometric authentication
Dept. Web	Information sharing to departmental websites or internal portals
Logistic/ Supplier Application	To track supplies as and when required
Distribution Network	Seamless integration of processes and sub process of inventory management with distribution network application to manage complete supply chain as and when required.
13. Fund Management	Signature valid
Details of the funds managed for the project should also be clearly defined in the	

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	proposal. Whether project is funded by State Government or Central Government or self-sustained organization including ratio/ percentage (if any).
14.	Other Important Aspects to be taken care off
	<ol style="list-style-type: none"> 1. Cost of the Non IT/ e-Governance works may not be included in the final project cost. (Examples: Civil Works, Furniture, Electric works, Non IT infrastructures etc.) 2. Departments are strictly advised not to include PPRs, RFPs, TORs, Work order MOMs etc.

Important Note –

1. The above SOP is indicative suggestions to help in preparing an IT/ e-Governance project proposal containing all the necessary information about the IT/ e-Governance project for appropriate & better evaluation of the proposal by DoIT&C/ SeMT.
2. Covering all the points in project proposal is not necessary. The project proposal should have the point(s) which may important and applicable according to the requirement and for e-Governance project scope.

(Akhilesh Mittal)
Technical Director

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