

No.: F5.501(1429)/DoITC HQ/2024/- 11191 (2) Dated: Digital Sign. Date

**Revised**

**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
<b>1.</b>	<b>Project Name</b>
	Name of the IT/ e-Governance project proposal should be clearly mentioned on basis of the nature of major IT work(s) to be done in the project. <b>Examples:</b> 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
<b>2.</b>	<b>Approval of PeMT (Project e-Governance Mission Team)</b>
	<ul style="list-style-type: none"><li>The project proposal requirements/ agenda should be analyzed, finalized and approved by <b>Project e-Governance Mission Team (PeMT)</b> 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)</li><li>Date of the PeMT should be mentioned in the proposal and Minutes of the Meeting (MoM) of the same should be submitted to DoIT&amp;C along with the proposal.</li></ul>
<b>3.</b>	<b>Project Summary</b>
	A brief summary about the project should be mentioned whether it is a: <ul style="list-style-type: none"><li>Budget Announcement or</li><li>Chief Minister Announcement or</li><li>Chief Minister Directions or</li><li>Initiative of Government of India or</li><li>State Government or</li><li>Departmental Initiative</li><li>anything else.</li></ul> It should also have mentioned the major objectives of the project

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	including benefits of the project and impact of the project in the State or on the citizens of the State.														
<b>4.</b>	<b>Details of the earlier SeMT approval(s)</b>														
	<p>If the project has approvals of SeMT/ DoIT&amp;C earlier, then details of that approvals should also be clearly mentioned in present proposal with following details:</p> <ul style="list-style-type: none"> <li>• SeMT number(s)</li> <li>• SeMT date(s)</li> <li>• Details of the amount(s) approved in SeMT(s).</li> <li>• Details of year wise expenditure against the earlier approved amount(s):</li> </ul> <table border="1" data-bbox="316 703 1410 994"> <thead> <tr> <th>Sr. No.</th> <th>Year</th> <th>Amount approved</th> <th>Actual expenditure</th> <th>Category of work {as per approved in SeMT(s) like S/w development, FMS, O&amp;M, Manpower Hiring, ICT h/w procurement, Data Center services etc.}</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Sr. No.	Year	Amount approved	Actual expenditure	Category of work {as per approved in SeMT(s) like S/w development, FMS, O&M, Manpower Hiring, ICT h/w procurement, Data Center services etc.}					
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<b>5.</b>	<b>Duration</b>														
	<p>Overall duration/ timelines/ phases of the project work(s) to be executed/ done should be clearly mentioned in:</p> <ul style="list-style-type: none"> <li>• Month(s) or</li> <li>• Year(s) or</li> <li>• From and to dates format.</li> </ul>														
<b>6.</b>	<b>Scope of Work (SoW)</b>														
	<p>SoW of the e-Governance project should be in detail touching every major/ important works to be executed in the project. it may consist:</p> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Background</li> <li>• Hardware &amp; Software requirements</li> <li>• Challenges</li> <li>• Outcomes</li> <li>• Solution proposed,</li> <li>• Architecture</li> <li>• Framework</li> <li>• Modules</li> <li>• Technology</li> </ul>														

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	<ul style="list-style-type: none"> <li>• Manpower requirements</li> <li>• FMS support/ ATS/ AMC</li> <li>• Roles &amp; Responsibilities</li> <li>• Training</li> <li>• Any other important details related to the project</li> </ul>
<b>7.</b>	<b>Stakeholders (if any)</b>
	Stakeholders of the project should be clearly mentioned in the proposal.
<b>8.</b>	<b>Mode of project execution</b>
	Mode of the project execution should be clearly defined as: <ul style="list-style-type: none"> <li>• Open competitive bidding</li> <li>• Limited bidding</li> <li>• Single Source procurement</li> <li>• Rate Contract</li> </ul>
<b>9.</b>	<b>Project Implementing Agency</b>
	Name of the implementing agency as <ul style="list-style-type: none"> <li>• RISL or</li> <li>• NICS I or</li> <li>• RFP based selections or</li> <li>• Any other</li> </ul>
<b>10.</b>	<b>Financial Implication/ Estimated Project Cost</b>
	Financial Implications should have <b>detailed cost break-up</b> of every work to be executed in the project and the costing should be justified on the present market rates of the IT works like: <ul style="list-style-type: none"> <li>• Development</li> <li>• Facility Management System (FMS)</li> <li>• Operation &amp; Maintenance (O&amp;M)</li> <li>• Manpower hiring</li> <li>• ICT hardware procurement</li> <li>• Licenses procurement</li> <li>• Subscriptions purchase</li> <li>• Application hosting</li> <li>• ICT tools procurement, etc.).</li> <li>• State Data Center Infrastructure requirements like <ul style="list-style-type: none"> <li>○ Server deployment</li> <li>○ Hosting</li> <li>○ Storage</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Virtual Storage</li> <li>○ Private cloud storage at SDC etc.</li> <li>• Taxes</li> <li>• GST</li> <li>• Services Charges</li> <li>• Contingencies Charges</li> </ul>																				
<b>11.</b>	<b>Detailed Break-up of manpower to be hired (if any)</b>																				
	<p>Manpower resource(s) requirement should have detailed break up with:</p> <ul style="list-style-type: none"> <li>• Manpower Designation (mention experience of the manpower)</li> <li>• Required Number of manpower</li> <li>• Tenure (months/ years)</li> <li>• Rate (mention basis of the rate like RISL/ NICSI or other agency)</li> <li>• Taxes, GST, Services Charges etc. on the rates</li> <li>• Then total calculated cost</li> </ul>																				
<b>12.</b>	<b>Integration with State APIs (if required)</b>																				
	<p>Necessary integration with State Government IT Architecture, Framework &amp; portfolio, new initiatives, portals, apps and services etc. also be included in the proposal.</p> <p>The tentative list of State Government Applications/ portals are as follows (Whichever applicable under e-Governance Project):</p> <table border="1"> <thead> <tr> <th>Application/ Portals</th> <th>Purpose of Integration</th> </tr> </thead> <tbody> <tr> <td>RajSSO</td> <td>SSO enablement under State Government services umbrella for authenticated access to users</td> </tr> <tr> <td>RajSewa Dwaar</td> <td>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.</td> </tr> <tr> <td>e-Mitra</td> <td>If e-Mitra Kiosks are used as stakeholder</td> </tr> <tr> <td>Rajasthan Payment Platform (RPP)</td> <td>If required for payment receipt/ transfer</td> </tr> <tr> <td>Raj Supply &amp; Inventory Management System (RajSIMS)</td> <td>To manage supply and distribution of the commodity stored in the RSWC and information sharing for dashboards and reporting</td> </tr> <tr> <td>e-Sanchar</td> <td>SMS gateway</td> </tr> <tr> <td>RajMail</td> <td>E-Mail gateway</td> </tr> <tr> <td>RajDharaa</td> <td>Rajasthan state's GIS platform for mapping/ dashboards</td> </tr> <tr> <td>RajMaster</td> <td>More than 100 masters like district,</td> </tr> </tbody> </table>	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	More than 100 masters like district,
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		Grampanchayat, Panchayat Samiti, Villages etc.
	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 ticketing 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
	e-Bazaar	A single window platform for startups
	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.
	Any other	-
<b>13.</b>	<b>Fund Management</b>	
	Details of the funds managed for the project should also be clearly defined in the proposal. Whether project is funded by: <ul style="list-style-type: none"> <li>• State Government or</li> <li>• Central Government or</li> <li>• Both GoI and GoR or various different departments/ stakeholders (mention ration/ percentage)</li> <li>• Self-sustained organization including ratio/ percentage</li> </ul>	
<b>14.</b>	<b>Other Important aspects to be taken care of</b>	
	Cost of the Non IT/ e-Governance works may not be included in the final project cost of IT/ e-Governance proposal like: <ul style="list-style-type: none"> <li>• Civil Works</li> <li>• Furniture</li> <li>• Electric works</li> <li>• Any other non IT infrastructure work</li> </ul>	

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**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.
3. Departments are strictly advised not to include RFPs, TORs, Work orders/ MOMs etc. in project proposal.
4. Departments are strictly advised to follow the SoP for submitting their e-Governance project proposal. Without that the proposal will not be considered for evaluation of Technical Committee (T.C.) and SeMT approval.

**(Akhilesh Mittal)**  
Technical Director

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