PART-IIA

GOVERNMENT OF MEGHALAYA
ORDERS BY THE GOVERNOR

———

NOTIFICATION

The 12th January, 2016.

O R D E R

No.ITR 49/2010/Pt-IV/7.

1. Government of Meghalaya envisages e-District Project as an important initiative of the State's e-Governance implementation program. This project is part of the State Mission Mode Project (MMP) under the National e-Governance Plan (NeGP). The project aims to apply Information Technology and Government processes re-engineering on high volume Government services to improve them and electronically deliver them through the internet at home/Browsing Centres/ Common Services Centres (CSCs). Districts, Sub-Districts and Blocks are the primary delivery channels for Government administration hence, services to the Citizens at grass-root level would be identified and workflow automation would be suggested for significant improvements through e-governance. The project envisages to leverage and optimally utilize the e-infrastructure in the State viz. the State Data Centre (SDC) and State Wide Area Network (SWAN) & State Services Delivery Gateway (SSDG), and Common Services Centres (CSCs).

2. The Districts/Sub Districts and blocks are the primary delivery channels for Government Administration to deliver a large number of services to the citizens. Therefore, e-Governance can significantly improve Government service delivery at the grass-root level.

3. The Government of Meghalaya will implement the e-District Project in all eleven districts with an objective to provide convenient and end-to-end e-services to citizens close to their

door-steps using Digital Signatures for the purpose of delivery of e-services to citizens as per provisions of Information Technology Act, 2000 (Central Act No 21 of 2000).

4.   The e-District Project envisages leveraging and optimally utilizing the four pillars of e-infrastructure viz., State Data Centre (SDC), State Wide Area Network (SWAN), State Services Delivery Gateway (SSDG) and Common Services Centres (CSCs), to optimally deliver public services electronically to citizens at their door steps. The Government will ensure that these e-services are not only provided through CSCs but also through all internet modes such as from home, internet browsing centres, kiosks and facilitation counters at Districts, Sub-Districts, and Block levels that will be established subsequently.

5.   For the State wide rollout of e-District Project, and as per guidelines issued by Government of India, District e-Governance Society (DeGS) in all the eleven districts of the State have been formed under the Chairmanship of the respective Deputy Commissioners of the districts. As per the Guidelines, "a *District e-Governance Society (DeGS), headed by the Collector/ District Magistrate shall be established in each district by the district administration and registered under the Societies Act. The DeGS will be responsible for the implementation of the project at the district level. District level officials of all service delivery departments could be the members of the society. The DeGS will also play a key role in the post implementation operation and maintenance phase of the Scheme."*

The Roles and Responsibilities of District e-Governance Society (DeGS) are :

i.   The DeGS would implement the Project and ensure close linkages and co-ordination amongst the various stakeholders in the Project at field level. Provide commitment and support to bring-in the process changes.

ii.   Provide overall guidance to the Project at District level.

iii. Work closely with the System Integrator/Implementing Agency to undertake the field work, comprehend the requirements, document the observations, prepare roadmap and redesign the processes.

iv.   Build capacity of the staff at various level of the District Administration. DeGS and System Integrator would also work closely with the technical solution provider for developing and customizing the software and implement the technical solution.

v.   Manage, supervise and implement backend computerization of Government Departments with long term vision of Government.

vi.   The DeGS as owner of the Project at District level will be responsible for proper record

keeping of all the assets including software/ artifacts created under the scheme at the District level.

vii.   Release funds to the implementing agencies on successful completion/ installation of hardware, training and data digitization.

viii.   Support the Common Services Centers (CSCs), throughout the District for providing G2C services as per the Service Level Agreements between Departments/State Designated Agency (SDA) for CSCs and the Service Center Agency. It would identify and recommend the Citizen Services which can be provided in consultation and co-ordination with the concerned departments on priority and assist SCA in roll out of G2C services through CSCs.

ix.   Collect user charges as fixed by the State Government and keep audited accounts of the same.

x.   Take all publicity measures and campaigning through media like TV, radio, newspaper, conferences, seminars, public meetings, banners and posters etc. for creating awareness about transformation through e-Governance for the benefit of the rural masses.

xi.   Explore revenue streams for the sustenance of the District e-Governance Society and assist SDA in formulating policies accordingly.

xii.   The DeGS shall also ensure close tie-ups with all the Stakeholders in the project, to provide commitment and support, help to bring-in the process changes and overall guidance to the project. The stakeholders would include district level departmental officers.

On formation of District e-Governance Society in each District, initial seed money has been provided for the smooth establishment and functioning of the society by Government of India.

6.   After careful examination of the Government of India guidelines for state wide roll-out of e-District Project, the Government of Meghalaya nominated the Meghalaya Information Technology Society (MITS), a society under Meghalaya Societies Registration Act, 1983, and under Information Technology Department, Government of Meghalaya, as the State Designated Agency (SDA).

7.   Scope of the e-District Project.

i.   e-District MMP aims at electronic delivery of all public services at District/Sub District level, progressively. Initially 10 categories (5 mandatory + 5 State Specific) of identified

high volume citizen centric public services at district and sub-district level will be taken up for implementation. While doing so, the four pillars of e-infrastructure *i.e.* SWAN, SDC, SSDG and CSCs will be leveraged and no new infrastructure would be created unless so required. Later on, new services could be added depending on the requirements and the felt need.

ii.   The e-District MMP envisages centralized architecture at the State level with common application software for each of the identified services for all the districts of the State. Detailed guidelines in this regard are being issued by DeitY (Department of Electronics & Information Technology), Government of India from time to time as applicable.

iii. Two key aspects of the Scheme are Business/Government Process Re-engineering (BPR/GPR) and creation of databases based on e-Governance standards for the purposes of ensuring interoperability. BPR/GPR is intended to enable process simplification and significant value addition to citizens.

8.   Data Digitisation Activity for e-District MMP:

Under the e-District MMP National Roll-out, Service Provider for Data Digitization will be responsible for providing a Data Digitization Strategy, data entry for the services identified in the statewide roll-out of e-District project and verification and validation of the digitized data.

9.   Roll-out of e-Services:

The Government of Meghalaya hereby orders that the following 5 (five) e-services shall be provided in electronic form to citizens with effect from the date of issue of notification from the respective line department in this regard. These services include:

i.   Issuance of Scheduled Tribe Certificate.

ii.   Issuance of Scheduled Caste Certificate.

iii. Issuance of Certificate for Recruitment into Armed/Paramilitary/Police Force & Issuance of Resident Certificate.

iv.   Issuance of Permanent Resident Certificate v. Issuance of Income Certificate.

10. Additional e-services will be notified separately after approval by State Apex Committee on Digital India and as and when the services are ready to be launched.

11. The Government of Meghalaya hereby recognizes the use of digital signatures for the purpose of electronic delivery of services to citizens. Thus, the certificates issued under the e-District project framework are declared to be legally valid across India as per provisions of the

Information Technology Act, 2000 (Central Act 21 of 2000), and for all legal purposes, the validity of a digital signature shall be at par with a hand-written signature.

12. Date of roll-out e-services:

Since Government Orders (G.O.s) are necessary to roll-out e-services through the e-District MMP, the Line Departments will issue separate GOs defining the service area and date of roll-out. These GOs will be based on the format to be prepared by Information Technology Department which will be in accordance with the Government/ Business Process Re-engineering (GPR/BPR), Functional Specifications Requirement (FRS), Systems Requirement Specification (SRS)/ Systems Configuration (SC) documents (including input/ output documents) approved by State Apex Committee on Digital India.

13. To study the Government/ Business Process Re-engineering (GPR/BPR), Functional Specifications Requirement (FRS), Systems Requirement Specification (SRS)/Systems Configuration (SC) documents (including input/ output documents) and recommend the same to the State Apex Committee on Digital India for its approval; the state government formed two committees viz; (i) the "District Level Committee for finalizing Meghalaya e-District SRS, Input/Output, Capacity Building and Training Plans for District level services" under the Chairmanship of the Deputy Commissioner, East Khasi Hills District and (ii) the "State Level Committee for finalizing Meghalaya e-District MMP SRS, Input/Output, Capacity Building and Training Plans" under the Chairmanship of the Commissioner & Secretary Information Technology, Government of Meghalaya.

D. P. WAHLANG,
Commissioner & Secretary to the Govt. of Meghalaya,
Information Technology Department.