

GOVERNMENT OF MEGHALAYA  
INFORMATION TECHNOLOGY DEPARTMENT

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

Dated Shillong, the 12<sup>th</sup> January, 2016

**ORDER**

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.

