

**Minutes of the 1<sup>st</sup> Meeting of e-DISHA task force held on 27-12-2005.**

Subject of Meeting	<b>1<sup>st</sup> Meeting of e-DISHA task force for Setting up of e-DISHA center in each district under the aegis of District IT Societies.</b>
Date	27-12-2005
Time	3.00 PM
Venue	Knowledge Centre, Centre for e-governance, 9 <sup>th</sup> floor, Haryana Civil Secretariat.
In Chair	<b>Sh. M.L. Tayal, IAS, PSCM</b>
Present	<ol style="list-style-type: none"> <li>1. Sh. R.N. Prashar, IAS, FC(Power)</li> <li>2. Sh. P.K. Chaudhary, IAS, FC (IT)</li> <li>3. Sh. Raminder Jakhu, FC(Transport)</li> <li>4. Sh. D.S. Dhesi. IAS, Commissioner Transport</li> <li>5. Sh. Sarban Singh, IAS, Director Urban Development</li> <li>6. Sh. Krishan Kumar, IAS, State Transport Controller</li> <li>7. Sh. Anurag Rastogi, IAS, MD Hartron and JSIT</li> <li>8. Sh. A.M. Saran , IAS, Joint Secretary Revenue</li> <li>9. Sh. B.B. Kaushik, HCS, Under Secretary Finance</li> <li>10. Sh. G.S. Bansal, Senior Technical Director &amp; SIO, NIC</li> <li>11. Sh. Satyender Kumar, Technical Director, NIC</li> <li>12. Sh. Deepak Bansal, Technical Director, NIC</li> <li>13. Sh. S.S. Duggal, Technical Director ,NIC</li> </ol>

The Member Secretary welcomed all the members to the meeting. FCIT provided overview of the project to all the members. Joint Secretary (IT) made a brief presentation on the details of the project. After detailed discussion following decisions were taken.

1. The task force approved the proposal of setting up of one e-DISHA center in each district under the aegis of District IT Societies. The task force also finalized the date of completion of the implementation as 31-03-2006 in all districts.
2. FC(Power) desired to include the collection of utilities bills in the first phase itself. It was decided that a separate meeting will be held under the chairmanship of FC(Power) in which MD's of UHBVN, DHBVN and DEIT will participate to finalize the modalities. FCIT suggested appointment of a consultant to prepare RFP for the computerization of power utilities.
3. FC (Power) enquired as to the extent of computerization in Arm License Branch. It was intimated that only the record of issued armed licenses would be kept. However other future services such as renewal and transfer of arms etc may be provided through these centers.

4. FC(Transport) emphasized that the collection of the Road Tax, Goods Tax and Passenger Tax should also be included as the services at e-DISHA centers.
5. It was decided that the services like on-line lodging of FIR & Status of FIR under Police department, Citizen interface services of HUDA, collection of cell phone bills of Private Operators, collection of Road Tax, Goods tax, Passenger Tax etc. will be included under E-DISHA Centres in 2<sup>nd</sup> phase.
6. While deliberating on the Hardware requirements, PSCM emphasized that there should be 100% utilization of Hardware procured for these centers. FC (Power) suggested that there is strong need for procuring modular hardware which is upgradeable in future also.
7. Director Urban Development informed that the department has to decide the issue of backlog data entry related to birth and death certificates. He informed that the department proposes to outsource the data entry. FCIT suggested that department may contact Hartron for outsourcing this activity. It was decided that department would approach Hartron by 30<sup>th</sup> December 2005 for the same. It was decided that the backlog data entry of birth & death be done backwards.
8. FC(Power) suggested that there should be a provision for ATM facilities in these centers. It was also suggested by FCIT that there should be a provision for payment through Credit Cards, once the bill collection services are started.
9. PSCM desired that each department whose services are to be provided at the e-DISHA Center should define the timelines for providing the services and these timelines should be strictly adhered to. It was decided that DEIT will work out the details and shall fix-up time lines in consultation with concerned department.
10. It was decided that these centers will initially operate six days a week from 10 A.M. to 7.00 P.M. and the time will be further extended based upon the public response.
11. FCIT informed that the delivery of these services at block headquarters will be done through outsourcing on PPP model and all the activities related to this will be completed within six months.
12. PSCM desired that all the departments whose services are being/will be offered through these service centres should achieve their back-end preparation in time such as to allow starting of these centres by 31<sup>st</sup> March 2006.
13. It was desired by PSCM that there should not be long queues at the counters. To ensure this, it was decided

that the centres where there is heavy rush, would have the facility of issue of tokens and their electronic display on the counters.

14. FCIT desired that there should be a provision for Bar Coding of Nakal services of Revenue department and these should be declared legal by the department.
15. It was pointed out by the FC(Power) that Jr. Programmer is too junior a level to supervise the work of DLeDC and operators. It was therefore decided that a supervisor of the level of Programmer @Rs. 9600/- month having qualification, experience and terms & conditions as per Hartron Job Work Manpower policy, would be hired for this purpose.
16. It was pointed out that once the payment services are started, the physical security at the DLeDC would be ensured by the concerned Dy. Commissioner. The Deputy Commissioner will be Head of DLeDC.
17. The concerned DC will appoint one HCS officer as Chief Executive officer (CEO) of DLeDC. The DC will extend services of electrician, Sweeper & peon-cum-messenger for upkeep of DLeDC . The DC will also make arrangements for security of equipment in DLeDC. It was further decided that CEO will ensure timely delivery of services as per time lines fixed by government.
18. The NIC-HRSC will act as technology consultant in e-DISHA project at State & Districts. The NIC will develop and maintain the application software to be used for providing the services to the citizens at e-DISHA Centres. The NIC will also Host the Backend database and e-DISHA Portal, and shall establish BASE (Backup, Archive & Security) framework The NIC-HRSC shall train the operators & supervisor at DLeDC on operations of software, manning of ICT infrastructure at DLeDC.
19. The DEIT will provide requisite ICT infrastructure & allied resources for DLeDC and will facilitate Re-engineering of Processes, release of various Government Orders and notifications., fixing of user charges, Capacity Building through HRD Programmes, IT Security and Performance Audit The DEIT will also facilitate Public awareness, advertising, publicity and marketing to reach up to maximum population The DEIT will also issue an EOI for expansion of e-Disha services at block hq.
20. The concerned Departments, will bring a change in work culture by the process re-engineering, wherever required. The Departments will promote delivery of services through DLeDC over existing / conventional methods

**Meeting ended with a vote of thanks to the chair.**