

ANNEXURE I

PROJECTS AND COMPONENTS UNDER THE DOMAIN OF STATE GOVERNMENT

Under NeGP the following are the core projects and components which fall in domain of the State Governments (including local bodies):

State Mission Mode Projects

- Land Records
- Road Transport
- Property Registration
- Agriculture
- Treasuries
- Municipalities
- Gram Panchayat
- Commercial Taxes
- Police
- Employment Exchanges

Core Infrastructure Projects

- SWAN
- Data Centres
- Common Service Delivery Centres
- Back-end computerisation to provide services through the common service delivery centres

The State Governments have the flexibility of choosing and prioritising their eGovernance projects from the list mentioned above and could further supplement these initiatives with 3-4 more areas, based on their specific priorities. These projects would be implemented in a phased manner over the next 3-4 years.

ANNEXURE II

SKILL SETS REQUIRED FOR SeMT & PeMT

Agencies from outside the Government set-up from where people would be taken for SeMT & DeMT having relevant experience in one or many areas mentioned below :

EXPERIENCE REQUIREMENT

Experience in Change Management

- Preparation of strategy/policy document for any of the State Departments
- Conceptualising / implementing a process improvement / re-engineering initiative
- Drafting Strategy and plans in IT projects

Experience in Information Technology

- Development of systems requirements specification for e-Governance projects
- Systems integration, solution architecting, developing software, etc.
- Computerisation of large organisations involving technology selection issues
- Project implementation / communication experience
- Knowledge about technology trends

Experience in Financial Management/modelling

- Implemented Public Private Partnership
- Financial project appraisals, viability analysis, etc.

Experience in Program Management

- Large project implementation and monitoring experience
- Enforce standards of design, version control, documentation, etc.
- Program management and operations control

FINANCIAL CRITERIA

- The Bidder should have an annual Turnover from consultancy services averaged over the last 3 years should be a minimum of Rs. 5 Crores (Rupees Five Crores).

GENERAL CRITERIA

- The Bidder should have completed at least three years of operations since date of its certificate of commencement of business.

ANNEXURE III

CHECKLIST FOR COMMUNICATION REGARDING CHOICE OF AGENCY

1. Legal status of the designated agency (Company-Section 25 or ordinary / Society)
2. Linkage of the designated agency, if any, with the state IT/e-governance department
3. Nature of Business including full details of all IT, consulting and Public Private Partnership related activities
4. Location and contact details of the head office (including email id)
5. No. of offices within the state
6. Number of people on the payrolls
7. Annual Report for the last 3 years
8. Shareholding Pattern in case of company / Constitution of Board of Governors & members in case of Society
9. Memorandum of Association/Article of Association

Note :

There are inherent advantages and disadvantages of either designating an existing agency in the State or constituting a new 'agency' for the capacity building. The table below provides an assessment of the benefits and drawbacks of both the options. The State Government may take appropriate decision based on the circumstances.

	Advantages	Disadvantages
Existing 'Agency'	<ul style="list-style-type: none">• Secretarial support in terms of manpower and systems• Established structure & mechanisms• Less lead time required to get initiated	<ul style="list-style-type: none">• Legacy issues• Positioning and capability of the agency for capacity building• Inadequate focus for CB
New 'Agency'	<ul style="list-style-type: none">• Small, virtual organisation• SeMT would be the main focus	<ul style="list-style-type: none">• Lack of basic support and structure – higher costs

Guidelines for Capacity Building and Institutional Framework for e-Governance under NeGP

	Advantages	Disadvantages
	area <ul style="list-style-type: none">• Drive and mandate for e-Governance	<ul style="list-style-type: none">• Longer lead time for scaling operations• Greater co-ordination required for synergy

ANNEXURE IV

CHECKLIST FOR THE CAPACITY BUILDING PROPOSAL

Framework

The Capacity Building proposal should incorporate the following activities:

1. **E-Governance Assessment of the State**
 - i. E-Governance Road map of the state government (If any)
 - ii. Initiatives planned to be taken up by State Government under NeGP, from the list mentioned in Annexure I.
 - iii. Ongoing e-Governance projects and their respective status
 - iv. IT infrastructure available or planned for near future
 - v. **Financial commitment** of the state government and other agencies including multilateral funding agencies, towards e-governance initiatives in general and capacity building in particular.

2. **Number of people envisaged for SeMT.** This should be detailed out with Broad Project Management Structure proposed to be followed w.r.t
 - a. State Level for over all Program management
 - b. Workload envisaged for supporting departmental project in the initial stages

3. The State Government plan for composition of SeMT with respect to within and outside the State Government. As detailed in the guidelines the designated agency would have to deploy a judicious mix of the two options (i.e From sources present within the Government or PSUs or any state agency or central agency and by engaging Consulting agencies having requisite skillsets.

4. The details should **include the budgeted expenses and time lines for capacity building**. It is assumed that the budgeted expenses are in accordance with the existing market rates for agencies with relevant experience.