

Government Of Rajasthan
Department of Information Technology & Communication
"B" Block, 1st Floor, Yojana Bhawan, Tilak Marg, "C" Scheme, Jaipur - 302005

No.: F.5 (333) DoIT/ Tech./ 08/ ML-447

Dated: 29.12.10

Minutes of the Meeting

A workshop on "**SUGAM – The single Windows System & MMP projects**" was organized under the Chairmanship of Secretary & Commissioner, IT&C on 27.12.2010 from 11:00AM to 05:00PM for the DoIT&C / NIC staff posted in districts. Followings were present in the Workshop:-

1. Sh. A.M. Deshpande, Additional Director, DoIT&C
2. Sh. B.S. Nathawat, System Analyst & OIC(SUGAM), DoIT&C
3. Smt. Kusum Goswami System Analyst, DoIT&C
4. Sh. R.K. Sharma, ACP & OIC(e-Mitra & CSC), DoIT&C
5. Sh. R.L. Solanki , ACP& OIC(SSDG), DoIT&C
6. Sh. Amit Sharma, Dy. Manager& OIC(e-District), RajCOMP
7. Officer/official from districts.

List of all the participants is annexed.

Following are the details of the proceedings.


1. It was explained to the participants that the project is required to be rollout at all districts & Tehsils by 31st March 2011 , as per the announcement of Hon'ble Chief Minister. Hence, preparatory work must be started immediately.
2. The presentation of **SUGAM-single window system, E-districts, SSDG & CSC project** were made by respective OIC of the project.
3. The roll of the district officer/official was explained and emphasis to speed up the preparatory work of project for achieving targets.
4. A website section of SUGAM must be started immediately for better communication.
5. It was explained that the software can be configured and customized as per the local requirements of Districts and Tehsils.
6. The matter for display board in Hindi shall be provided to district for maintaining uniformity across the State.

7. The provision of Broadband connection is requested by participant in the project.
8. Sample of pre-printed stationery are required to be circulated in all districts at earliest.
9. The configuration provided by the DoIT&C shall be used as guidelines and may be altered with the help of NIC/DoIT&C staff as per local needs.
10. Adequate fund for site preparation is requested.

CSC - Project


1. Secretary & Commissioner expressed his concern at slow rate of CSCs and the few number of G2C transactions under the project. DoIT officials need to be more proactive and take necessary action regarding various activities like setting up of kiosks, payment of commission charges, sensitization and awareness, training & workshops, coordination with other departments, facilitation and support to VLEs etc.
2. Nodal officer of DoIT&C were directed to visit atleast 10 CSCs in a month and should interact with all VLEs which are ready for G2C, to know the reason for non deposition of utility bills.
3. The monthly report sought from district will now be generated through CSC portal. Hence, DoIT staff should use this to update the progress under CSC project regularly.

Meeting ended with thanks to chair


System Analyst
& OIC SUGAM

Copy to:

1. Principal Secretary to the Chief Minister
2. Pr. Secretary, IT&C
3. PA to secretary IT&C
4. PA to SIO, NIC
5. Nodal officers of all Districts.
6. DIO/ DIA of all Districts
7. Staff of DoIT&C posted in district.


System Analyst
& OIC SUGAM