

ਆਰ.ਟੀ.ਆਈ- ਮੈਨੂਅਲ -01

ਸੰਗਠਨ ਦੀਆਂ ਖਾਸ ਗੱਲਾਂ,
ਕਾਰਜ ਅਤੇ ਕਰਤੱਵ

ਸੈਕਸ਼ਨ ਦੇ ਤਹਿਤ -4(1)(b)(i)

Name and address of the organization:-

Name: Punjab State e-Governance Society

Address: Industrial Area, Sector 74, Phase- 8B, Sahibzada Ajit Singh Nagar, Punjab 140308

Head of the organization: Director

Key Objectives: BACKGROUND

The primary objective of the Punjab State e-Governance Society (PSEGS) is to administer the implementation of E-Governance projects for the overall benefit of the citizens and public by setting up the necessary administrative, financial, legal and technical framework, implementation mechanism and resources in the State of Punjab. It will facilitate establishment of service centres through the district level Sukhmani Societies/ District e-Governance Societies or through other innovative solutions as way of providing public facilitation and citizen services where citizens can get various desired information and services.

It is considered expedient to provide the Society a legal entity by getting it registered under The Societies Registration Act, 1860.

Functions of Department of Governance Reforms:

- a) To take all necessary steps to promote efficiency, reduce delay; enhance accountability, transparency and objectivity in the functioning of the government.
- b) To assist the Department of Governance Reforms(GR) in formulating and implementing policies, procedures and guidelines for the adoption of Information Technology and e-governance for improvement of citizens services through various government departments &

agencies and ancillary activities & services. To promote and disseminate Information Technology culture in the State so that the common man could avail the benefit of information technology and e- governance.

- c) To administer the implementation of E-Governance projects for ensuring use of Information Technology for masses. To lay down the necessary administrative, financial legal and technical framework and resources for the IT enabled Citizen Services.
- d) List and prioritise the areas for Citizen Services in consultation with the concerned Departments and take all steps for improving Citizen Services to the use of IT. To facilitate implementation of Citizen Charters framed by the other departments through the use of E-governance and IT as a tool.
- e) To workout revenue models and modalities for providing Citizen Services through use of IT on a public-private partnership model for its self sustainability and to encourage private sector initiative in IT related infrastructure and services. This would include working out all commercial modalities and revenue model including Franchise Model in citizen services.
- f) To collect revenue and to issue receipts on behalf of the various Departments and Organizations. Such receipts shall have same legal validity as if it were an actual receipt issued by the concerned department of organization. Transfer the revenue collected to the concerned departments and organizations. Or to authorize a suitable authority, committee, sub-committee or society for these purposes on behalf of the E-Governance Society.
- g) To work with Government Departments, Private and Public Organisations and others to analyse key issues in e-Governance, identify solutions and help in developing action plans.
- h) To formulate and implement policies, procedures and guidelines for the adoption of E-Governance in the state of Punjab.

- i) To provide support to the Government departments in all interdependencies, overlaps, conflicts, standards, overreaching architecture, security, legal aspects etc. across various e-governance projects as well as shared core and support infrastructure.
- j) To facilitate inter-departmental coordination in all e-Governance related matters and to devise modalities for information sharing so as to avoid duplication of data entry, development of software and creation of e-governance infrastructure.
- k) To implement and integrate e-Governance processes across various departments.
- l) To create and maintain state wide common infrastructure required for e-Governance.
- m) To establish a service delivery platform and make it available with full international connectivity and secured access to information through Internet, Intranet, web portals, web sites, service delivery gateways, mobile governance, payment gateways, cloud computing or any other mode of communication/ connectivity/ hosting of services, applications and regulate their use in the state.
- n) To manage State Data Centre, State Wide Area Network, State Service Delivery Gateway and any other matter related to e-governance core infrastructure.
- o) To implement e-governance projects sponsored by Govt-of India under National e-Governance Program (NeGP).
- p) To implement any other e-governance project sponsored by Govt. Of India or Govt. Of Punjab from time to time.
- q) To conduct training programs for creating awareness in e-Governance among decision makers and other stake holders in the Government Departments.
- r) To work as storehouse of knowledge and best practices in e-Governance both nationally and internationally.

- s) To maintain centralized information-repository, data warehouse including state level databases, and software – library to be shared by all Departments, Institutions, Agencies and wherever possible, the general public.
- t) To simplify and modernise the storage, retrieval, transmission, distribution and exchange of information in electronic format.
- u) To work out procedures for data entry and its verification, validation, security, storage and updating on regular basis.
- v) To create and manage a cadre of professionals & for providing necessary technical and professional assistance to the Government Departments, Institutions and agencies for e-governance activities.
- w) To integrate e-Governance projects with UID for authentication and verification purposes.
- x) To buy, sell, let on hire, repair, import, export, lease, trade and otherwise deal and provide all IT resources and support, required by any Department for e-governance applications including hiring of professionals, consultancy services, procurement of hardware and software, development of special purpose software projects involving application of Information Technology on turnkey basis.
- y) To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for transfer, sale, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
- z) To enter into any agreement with any Government or authorities (Municipal local or otherwise) or any corporations, companies, or persons which may seem conducive to the Society's objects or any of them and to obtain from any such Government authorities,

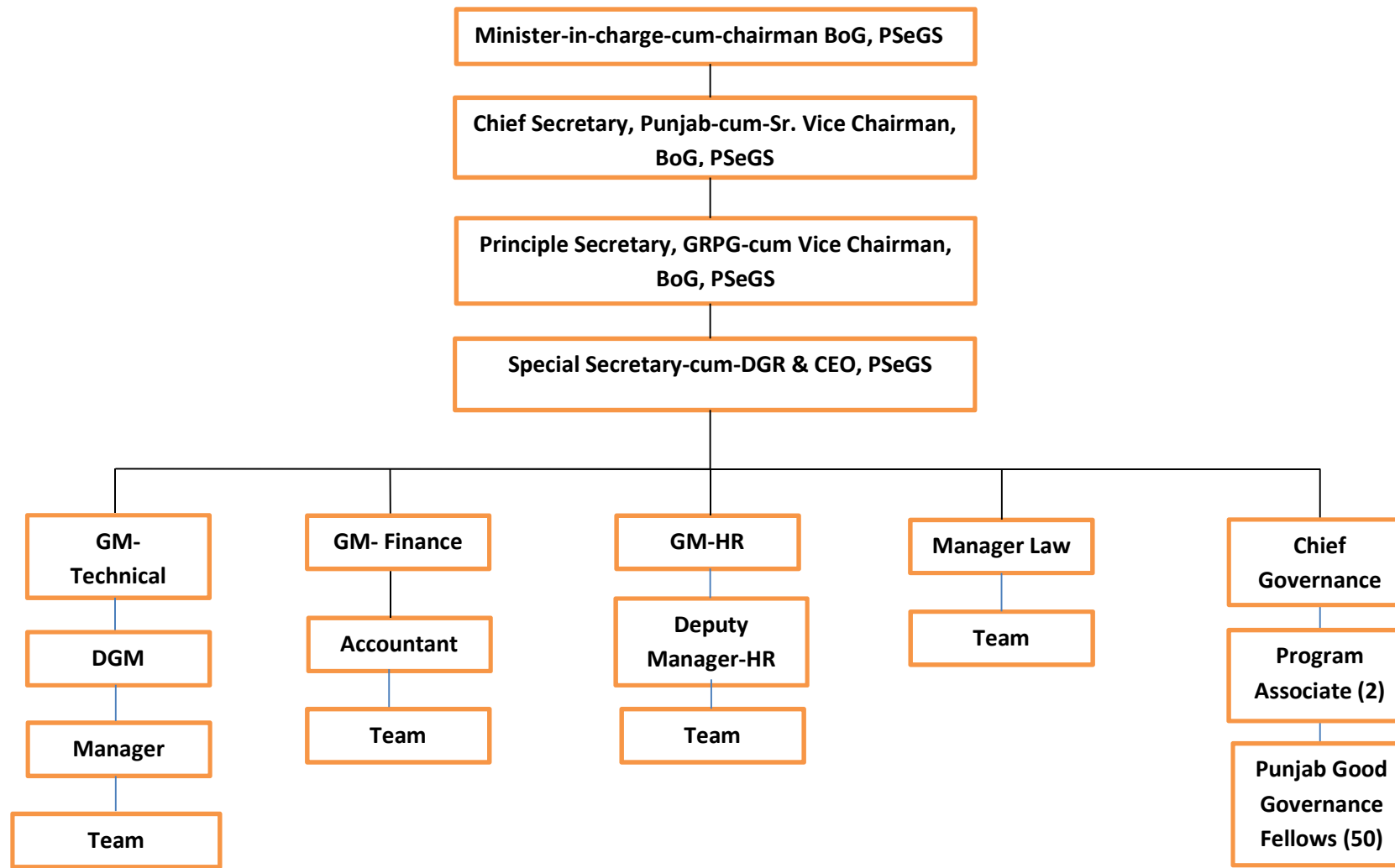
corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable and to carry out, exercise and comply with any such contracts rights, privileges and concessions.

- aa) To hire professionals, consultants and other specialized agencies as found necessary for efficient handling and conduct of the business of the society.
- bb) To provide and/ or arrange to provide all technical assistance & help to create, organise, and maintain centralised data-warehouse, departmental databases, information-repository, and software-library to be shared by all Departments, Institutions, Agencies and wherever possible, the general public. To facilitate inter-departmental coordination in all e-Governance related matters and to devise modalities for information sharing so as to avoid duplication of data entry and development of software. To enable, simplify and modernise the storage, retrieval, transmission, distribution and exchange of information in electronic format. To work out procedures for data entry and its verification, validation, security, storage and up-dation on regular basis.
- cc) To handle intellectual property rights in Information Technology/, e-Governance and other new technology areas. All the software created in any government Department would be jointly held with the Department of Governance Reforms (GR) through the Society.
- dd) To workout and notify the Standard of Service and Service Level Agreements in E-governance and IT for citizen services.
- ee) To decide upon and approve the recommendations of the Sukhmani Societies/ District e-Governance Societies and to settle disputes and issues raised by the Sukhmani Societies/Districte-Governance Societies.
- ff) To take all means for the safety and security of data and to lay policies procedures guidelines and rules for achieving the objectives of security and authentication. This would include use of digital signatures and public key infrastructure.

- gg)** To take all the steps necessary to fulfil the objectives of the Department of Governance Reforms, good governance for the overall benefit of the citizens and public in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects.
- hh)** To obtain licenses, certificates and privileges for all purposes from all persons, local authorities and the Central and State Government, to renew the same and transfer the same in favour of any person or authorities.
- ii)** To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society or to Sukhmani societies/ District e-Governance Societies or franchisees and other having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such persons or company provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act 1949.
- jj)** To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
- kk)** To draw, issue, accept and to endorse discount and negotiate promissory notes, hundies, bills of exchange, delivery orders, warrants, warehouse, keeping, certificates and other negotiable or commercial or mercantile instruments connected with the business of the Society.
- ll)** To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society.
- mm)** To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out, equipment, improvement, management, administration or control of improvement, management, administration or control of works and conveniences and to undertake, execute, carryout, dispose of or otherwise turn to account the same.

- nn) To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concessions of the Society.
- oo) To let out on hire all or any of the properties of the Society including every description of apparatus appliances of the Society.
- pp) To open account or accounts with any bank or banks and to pay into and to withdraw moneys from such account or accounts.
- qq) To invest, apply for and acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the Society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the Society may think fit.
- rr) To guarantee the payment of money to guarantee become sureties for the performance of any contracts or obligations.
- ss) To create any depreciation fund, reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds herein mentioned.

Organization Chart: PSeGS



Field Staff reporting to SSM: DITM & ADITM-34

Pawan Staff reporting to SM: 93

Election Staff reporting to CEO/DEO Office: 159