



**Chhattisgarh Citizen Service (Electronic Governance)
Rules, 2003 and other Circular for e-Governance**

**छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन)
नियम, 2003 एवं ई-शासन के लिए अन्य ज्ञापन
(संशोधित संस्करण जून 2012)**

छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी विभाग



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Government of Chhattisgarh

Department of Industries (Information Technology)

Notification

No. 806/PS/SIT/2003/CHO ICE

Raipur, 19th August, 2003

In exercise of the powers conferred under section 90 read with section 6 of the Information Technology Act, 2000 (No. XXI of 2000), hereinafter referred to as 'the Act', the Government of Chhattisgarh hereby makes the following Rules to carry out Electronic Governance in respect of Notified Citizen Services, to provide for appointment, functions, regulation and liabilities of Authorised Citizen Services Agents, and to provide for matters incidental or related thereto.

1. Short title and commencement

- (1) These rules may be called the Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003.
- (2) They will come into force from the 19th day of August, 2003.

2. Definitions

In these Rules, unless the context otherwise requires, –

- (a) 'Appropriate Authority', with its grammatical variations and cognate expressions, in relation to any Notified Citizen Service, means authority charged with decision-making under any State law as respects any matter relating to that service;
- (b) 'Authorised Citizen Services Agent', hereinafter called 'CHO ICE Agent', means a person so appointed under these Rules;
- (c) 'Authorised Citizen Services Centre', hereinafter called 'CHO ICE Centre', means the place from where Notified Citizen Services are provided by a CHO ICE Agent; and, such CHO ICE Centre shall be treated as part of the Principal Office to the extent authorised by the Competent Authority;
- (d) 'Collector' means the Collector of the district;
- (e) 'Competent Authority' means an authority appointed under these Rules;
- (f) 'Notified Citizen Service', with its grammatical variations and cognate expressions, means a service so notified by the Competent Authority under these Rules and includes receiving of applications, petitions and issue of acknowledgments thereof; collection of duly authorised taxes, charges, dues or any other moneys payable and issue of acknowledgments thereof; and delivery of print-outs of any certificates, documents, permission etc. in electronic form, or any other electronic communications received for consideration by or from the Principal Office or any office or functionary working on behalf of any subordinate office thereof, or performance of any other functions entrusted to a CHO ICE Agent;
- (g) 'Principal Office' means and includes any office, authority, body or agency owned or controlled by the State Government or any institution of self-government;

- (h) 'prescribed charge', with its grammatical variations and cognate expressions, means any duly authorised taxes, charges, dues or any other moneys due in respect of Notified Citizen Services payable by any person which such CHO ICE Agent is authorised to collect under these Rules or under general or special orders of the State Government or the Competent Authority, and shall include any service charge;
- (i) 'prescribed computer resource', with its grammatical variations and cognate expressions, means the computer resource prescribed, whether generally or specifically, by the State Government or the Competent Authority, and for different purposes different computer resources may be prescribed;
- (j) 'prescribed manner', with its grammatical variations and cognate expressions, means the manner prescribed, whether generally or specifically, by the State Government or the Competent Authority, and also means any functionality, instruction, procedure etc. built into or indicated by the computer resource; and
- (k) 'service charge', with its grammatical variations and cognate expressions, means amount payable to CHO ICE Agent in lieu of services provided in accordance with the directions of the State Government or the Competent Authority.

3. Competent Authority – appointment, delegation of powers

- (1) State Government shall appoint a person not below the rank of Secretary to the State Government to perform the functions of, and to exercise the powers of, Competent Authority under these Rules.
- (2) The Competent Authority may, by a general or special order, delegate any of the powers and functions vested in it to any subordinate officer.

4. Powers and functions of the Competent Authority

Competent authority shall be competent to:

- (a) Prescribe the manner of creation, of proper and secure custody, and of maintenance, safety and operation of prescribed computer resources, including designating any authority or agency for these purposes;
- (b) Issue, from time to time, directions for the proper and secure management of the prescribed computer resources and for giving effect to the setting up of a secure system;
- (c) Notify the principal office(s) on whose behalf the CHO ICE Agent shall be authorised to provide Notified Citizen Services and the services that may be provided through CHO ICE Centres;
- (d) Prescribe a procedure for appointing any person or body to function as a CHO ICE Agent, in addition to the procedure laid down in these Rules;
- (e) Prescribe the form of an agreement which the CHO ICE Agent shall execute with the Collector providing for the hours of functioning, location, etc. of CHO ICE Centres, as well as indemnifying the State Government and the Principal Offices for any loss or damage arising out of negligence, default or breach of conditions thereto; the agreement shall also ensure sufficient security for any

money received by such Agent on behalf of the Principal Office through sureties, insurances, bank guarantees, or in any other manner;

- (f) Prescribe minimum infrastructure required for the CHO/CE Centre in order to enable it to provide Citizen Services;
- (g) Prescribe the procedure for the CHO/CE Agent to commence the functioning of the CHO/CE Centre; and
- (h) Issue, from time to time, directions regarding appointment of CHO/CE Agent, or any matter that it may consider necessary or expedient for effective and efficient provision of any Notified Citizen Service or for the effective functioning of the CHO/CE Centre.

5. Notified Citizen Service

The Competent Authority may, by public notice, not being a service relating to the provisions of sub-section (4) of section 1 of the Act, declare any service or class of services, to be a Notified Citizen Service for purposes of these Rules.

6. Eligibility for appointment as CHO/CE Agent

- (1) Every person eligible for appointment as CHO/CE Agent shall have passed the Senior Secondary School-leaving Certificate Examination in the minimum, with basic knowledge of computers and capable of furnishing sufficient security by way of sureties, insurance, bank guarantees, or in any other manner, to the satisfaction of the Collector.
- (2) No person shall be eligible for appointment as a CHO/CE Agent if he does not bear a good moral character or has been convicted for any penal offence.
- (3) Nothing contained in sub-rule (1) of this Rule, or in Rule 7 of these Rules, shall apply to a CHO/CE Centre authorised to be established by a Principal Office in its premises and operated by employees of such an Office, and such employee(s) as may be duly authorised by the Principal Office from time to time would be deemed to have been appointed as CHO/CE Agent(s) for purposes of these Rules.

7. Appointment of CHO/CE Agent

- (1) The Collector shall invite interested parties satisfying the conditions of eligibility under these Rules to submit application in the proforma prescribed in the notice inviting the applications for appointment as CHO/CE Agent.
- (2) The Collector shall appoint the CHO/CE Agent on the basis of the recommendations made by a committee to be appointed by the Competent Authority.
- (3) The Collector shall take into consideration the absolute and relative assessments of the applicants regarding financial adequacy, including ability to mobilise the required financial resources from any source, and the overall requirement for Notified Citizen Services in an area.

- (4) The Collector shall make an order of appointment as Authorised Citizen Services Agent, elsewhere in these Rules referred to as 'CHO *ICE* Agent', in the form prescribed by the Competent Authority.
- (5) The appointed CHO *ICE* Agent shall execute an agreement in the form prescribed by the Competent Authority before commencing the functioning of a CHO *ICE* Centre.
- (6) The appointed CHO *ICE* Agent shall operate ordinarily from a CHO *ICE* Centre indicated by him in his application, and no change of location of the CHO *ICE* Centre shall be made except with the prior written permission of the Collector.

8. Powers of the Collector

- (1) The Collector shall be competent to inspect or to cause to be inspected any CHO *ICE* Centre, and to call for records or information therefrom; and to issue directions to the CHO *ICE* Agent, or to suspend the appointment of such an Agent in case of being satisfied that any irregularity has been, or is likely to be, committed, and that it is necessary to issue such directions or to suspend such appointment in the interest of providing Citizen Services.

Provided that no such direction shall be given or order of suspension of appointment shall be made except for reasons to be recorded in writing and communicated to the Competent Authority within seven days of such directions or orders of suspension.

- (2) The Collector shall be competent to terminate the appointment of a CHO *ICE* Agent on being satisfied that he has defaulted in the performance of any condition of the agreement or conditions of eligibility under these Rules, or has failed to comply with any directions issued.

Provided that no such orders terminating such Agent shall be made without giving him a reasonable opportunity of being heard.

9. CHO *ICE* Agent to be a public servant

Every CHO *ICE* Agent shall be a public servant within the meaning of section 21 of the Indian Penal Code (No. XLV of 1860).

10. Liabilities of CHO *ICE* Agent

- (1) CHO *ICE* Agent shall be deemed to have indemnified the State Government, any of its authorities, and the Principal Offices, against all liability for any loss or damage sustained by any person, including public bodies or any other public servant, arising out of, or consequential to, any failure on the part of such Agent to carry out any instruction(s), observance of any Rule(s), compliance with any direction(s), or any default in performance of legal obligations under these Rules, whether by him or by any person working at his behest, regardless of whether such person is in his employ or not.

- (2) CHO *Ķ*CE Agent shall be responsible for maintenance and safe custody of all records received, created or maintained by him electronically, or otherwise, for purposes of these Rules or under the instructions of the Appropriate Authority; and, in the event of suspension or termination of his appointment, such Agent shall deposit all such records with the Collector in the prescribed manner.
- (3) CHO *Ķ*CE Agent shall be responsible for maintaining accounts as well as for depositing in the prescribed manner the prescribed charges received by him after retaining service charges payable to him.
- (4) CHO *Ķ*CE Agent shall be responsible for any loss, inconvenience, damage or liability arising out of any negligence, mischief or undue delay in providing service, accepting, or transmitting fake, forged or false documents or information to the Appropriate Authority or to any applicant for any Notified Citizen Service.

11. Presumption with regard to prescribed charges paid to CHO *Ķ*CE Agent

In case of any prescribed charges, including service charge, paid by any person to a CHO *Ķ*CE Agent in respect of any Notified Citizen Service, the print-out on paper of the electronic acknowledgment generated by the prescribed computer resource and signed and provided to such person by the such Agent shall, *prima facie*, be proof of such payment and it shall be presumed that the dues or claims, for which the acknowledgment is purportedly issued, have been satisfied to that extent; however, mere payment by itself shall not create any right, title, extension or condoning the delay or limitation, or relaxation in favour of such person to which he is not otherwise entitled.

12. Functions of CHO *Ķ*CE Agent

The CHO *Ķ*CE Agent shall be competent and responsible for the performance of the following functions:

- (a) receiving any application, or petition for availing Notified Citizen Services as well as any prescribed charges and payable dues from persons for services being provided to them and to issue acknowledgments for the same; and
- (b) delivery to the applicant, or his duly authorised representative, in person or through post or courier, of paper print-outs of electronic records from prescribed computer resource after verifying the digital signatures of the Appropriate Authority and, further, signing such paper print-outs in token of such verification and of the paper print-out representing correctly the information contained in such electronic record.

13. Procedure to be followed by the CHO *Ķ*CE Agent and the Appropriate Authority

The CHO *Ķ*CE Agent shall follow the following procedure:

- (a) On payment of prescribed charges, including service charge, the CHO *Ķ*CE Agent shall feed into the prescribed computer resource, and in the prescribed manner, the information provided by any

- person (including the electronic copies of any documents presented by the applicant in support of his application) seeking to avail of any Notified Citizen Service which such Agent is authorised to provide.
- (b) The information so fed shall be represented in the form of an electronic record which would include a declaration by the applicant as to the correctness of information provided and the genuineness of documents presented in support of his application and his indemnifying the CHO *ACE* Agent and the Appropriate Authority from liability in the event of the information being found to be false or the document being found to be not genuine or correct.
 - (c) Such electronic record shall be in the nature of an application addressed to the Appropriate Authority through the CHO *ACE* Agent concerned, and shall be printed out on paper in two copies by such Agent, who shall provide the copies to the applicant.
 - (d) The applicant, after satisfying himself as to the correctness of the documents, shall authenticate the same with his signature or thumb impression on both the copies and shall keep one copy for himself, while handing over the other copy to the CHO *ACE* Agent, who shall keep it in safe custody and shall provide the same if and when called upon by the Competent Authority, the Appropriate Authority or the Collector to do so.
 - (e) The CHO *ACE* Agent shall affix his digital signatures on the electronic record of the application, coupled with the electronic copies of the documents presented in support thereof, and shall store the same on the prescribed computer resource in the prescribed manner.
 - (f) An electronic acknowledgement shall be generated by the prescribed computer resource containing an application reference number with the help of which the applicant may inquire about the status concerning the decision on his application.
 - (g) The CHO *ACE* Agent shall take a print-out on paper of such acknowledgment and shall give the same to the applicant after affixing his signature and the date in token of the paper print-out being a true representation of the information contained in the acknowledgment.
 - (h) Appropriate Authority shall cause a print-out on paper of the information contained in such electronic record to be taken by (i) causing to verify the digital signature of the CHO *ACE* Agent, and (ii) causing to compare and authenticate the information contained in the paper print-out with that in the verified electronic record.
 - (i) The Appropriate Authority, after such inquiry or calling for reports etc. as it deems fit, shall record its decision electronically in the prescribed manner, whereupon the appropriate document in respect of the Citizen Service applied for shall be generated as an electronic record which the Appropriate Authority shall authenticate by affixing its digital signatures and shall store the authenticated electronic record in the prescribed manner.

- (j) The Appropriate Authority shall cause a print-out on paper of the electronic record of the aforesaid appropriate document to be taken and shall affix its signature(s) with date and cause it to be included in the record relating to the application.
- (k) The acknowledgment received at the time of submitting the application shall ordinarily indicate the date on which or the period after which the decision on the application and the aforesaid appropriate document would ordinarily be available as electronic record.
- (l) Upon decision on his application, the applicant may approach the CHO *Ķ*CE Agent who shall print on paper in the prescribed manner the aforesaid appropriate document in electronic form duly authenticated by the digital signature of the Appropriate Authority.
- (m) Nothing in clauses (h) to (l) shall apply in cases of Notified Citizen Services where the information or document sought by the applicant is already available to the CHO *Ķ*CE Agent on the prescribed computer resource duly authenticated by the digital signature of the Appropriate Authority, and, in such cases, the CHO *Ķ*CE Agent shall proceed to print on paper in the prescribed manner the desired information or document in electronic form.
- (n) Nothing in clauses (b) to (e) or in clauses (h) to (l) shall apply in cases of Notified Citizen Services where no application is required from the applicant in respect of such a Service and, further, the information or document sought by the applicant is already available to the CHO *Ķ*CE Agent on the prescribed computer resource duly authenticated by the digital signatures of the Appropriate Authority, and, in such cases, the CHO *Ķ*CE Agent shall proceed to print on paper in the prescribed manner the desired information or document in electronic form.
- (o) The CHO *Ķ*CE Agent shall affix his signature with date on each page of the document so printed out, along with the date, in token of certifying to the effect that the document represents the print-out on paper of the information contained in the electronic record of the aforesaid appropriate document verified by him to have been authenticated by the digital signatures of the Appropriate Authority, and shall provide the same to the applicant.
- (p) The Competent Authority or the State Government may prescribe procedure to be followed by an Appropriate Authority for accepting any information, returns, statements, records, etc. in electronic form from any person who is required under law to furnish the same, and may further prescribe the manner of retaining the same on a prescribed computer resource as well as the manner of authentication of the same by the Appropriate Authority.
- (q) The State Government may prescribe procedure, in addition to the procedure indicated in these Rules, in respect of any particular Notified Citizen Service, or class of such Services.

14. Appeals against orders, decisions etc. of Collector

Any person(s) aggrieved by any order(s), direction(s), etc. of Collector under these rules may appeal before the Competent Authority within thirty days of the date of knowledge of such such order, direction, in the prescribed mannre.

15. Disputes regarding financial claims etc. of the CHO /CE Agent

Collector shall be competent to decide any disputes regarding financial claims or liabilities of the CHO /CE Agent, or to settle questions regarding apportionment of service charges from out of prescribed charges, or to settle accounts in respect of CHO /CE Centres.

16. Miscellaneous

Nothing shall prevent an aggrieved person from seeking redress or compensation under any other law from the CHO /CE Agent as regards any loss or damage caused by any act of commission or omission of such Agent.

By order and in the name of Governor of Chhattisgarh
Sd /-

Sunil Kumar
Secretary
Government of Chhattisgarh
Information Technology

Endt. No. 806/PS/SIT/2003/CHO /CE

Raipur, 19th August, 2003

1. Secretary to the Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Secretary to the Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.
13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.

14. Controller, Government Printing Press, Rajnandgaon – for information.
15. Sections of Finance Department, Government of Chhattisgarh (all) – for information.
16. CEO, CH *IPS* – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. Collectors, Chhattisgarh (all) – for information and necessary action.
19. State Informatics Officer, NIC, Chhattisgarh State Unit for web publication on the websites of Chhattisgarh, CH *IPS* and CHO *ICE*.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology

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¼3½ ^l {ke i kf/kdkjh* l s vfhki r g\$ bu fu; eka ds v/khu fu; fDr l {ke i kf/kdkjh(

¼p½ ^vf/kl fipr ukxfjd l ok* ml ds 0; kdjf.kd : i Hknka , oa l tkrh; i nka l fgr] l s vfhki r g\$ bu fu; eka ds v/khu l {ke i kf/kdkjh }kjk ^vf/kl fipr ukxfjd l ok* ?kks'kr dh xbZ l ok] vksj bl ds vrxz vkrsgal efipr izkku dk; kzy; ka dks i Lr r djus dks bPNd 0; fDr; ka ¼ftluga , rfleu+ 'pkr~^vkonu* dgk x; k g\$ l svkonu] ; kfpdk] vkfn ¼ftluga , rfleu+ 'pkr~^vkonu* dgk x; k g\$ i klr djuk] , oa@ vFkok l E; d~: i l si kf/kdr dj] i Hkkj] 'kks'; jk'k; kΔ vksj dkbZ Hkh vU; ns jkf'k; ka , df=r djuk] vksj mudh vfhkLohdfr; h tkjh djuk(byDVWfud : i eafdluga Hkh i ek.k&i=kΔ nLrkost kΔ vuΔkvka vkfn dh] ; k izkku dk; kzy; ; k ml ds fdl h dk; kzy; ; k ml ds v/khu LFk

dk; k̄y; dh vk̄j | sdk; Zdjusokysdeþkjh }kjk izkku dk; k̄y; dsfopkj gr̄qvFkok ml | siklr
vU; fdUgha Hkh byDVfud | d̄ pukvka dh] dkxt ij Nki , d̄ s vkondka dks | nk; djuk(vFkok
pbb | , t̄v/ dksU; Lr dkbZ Hkh vU; dR; djuk(

1/4 1/2 'izkku dk; k̄y; * | s vfHki r̄ gS vk̄j bl ea | fēfyr gS jkT; 'kkl u ds Lokfero dh ; k ml ds
fu; æ.kk/khu dkbZ Hkh dk; k̄y;] i kf/kdkjh] fudk; ; k , t̄d h] vFkok LFkkuh; 'kkl u dk dkbZ Hkh
dk; k̄y; vFkok LFkki uk(

1/4 t̄ 1/2 'fofgr i Hkkj*] ml ds 0; kdjf.kd : i Hksnka , oa | tkrh; i nka | fgr] | s vfHki r̄ gSfdl h vf/kl fipr
ukxfjd | ok ds | ædk ea ns | E; d~: i | s i kf/kdr̄ djka i Hkkjka 'kks; jkf'k; ka ; k vU; fdUgha Hkh
jkf'k; ka ftUga bu fu; eka ds vr̄xZ] vFkok jkT; 'kkl u ; k | {ke i kf/kdkjh ds | keU; ; k fo'kSk
vkn̄ska ds v/khu} , df=r djus ds fy, pbb | , t̄v/ i kf/kdr̄ gS rFkk bl ea | ok i Hkkj | fēfyr gS

1/4 > 1/2 'fofgr dEI; Wj | d̄ k/ku*] ml ds 0; kdjf.kd : i Hksnka , oa | tkrh; i nka | fgr] | s vfHki r̄ gS jkT;
'kkl u ; k | {ke i kf/kdkjh }kjk | keU; r% ; k fo'k"Vr% fofgr dkbZ dEI; Wj | d̄ k/ku} rFkk fHkUu
iz kstuka ds fy, fHkUu dEI; Wj | d̄ k/ku fofgr fd, tk | d rsḡ

1/4 ≠ 1/2 'fofgr jhfr*] ml ds 0; kdjf.kd : i Hksnka , oa | tkrh; i nka | fgr] | s vfHki r̄ gS jkT; 'kkl u ; k | {ke
i kf/kdkjh }kjk | keU; r% ; k fo'k"Vr% fofgr jhfr] rFkk bl | sfofgr dEI; Wj | d̄ k/ku ea fufeZ ; k
ml ds }kjk bāxr dkbZ Hkh dk; }of/k] vuq̄s k] i f̄; k] vkfn Hkh vfHki r̄ gS vk̄j

1/4 1/2 'l ok i Hkkj*] ml ds 0; kdjf.kd : i Hksnka , oa | tkrh; i nka | fgr] | s vfHki r̄ gS jkT; 'kkl u ; k | {ke
i kf/kdkjh ds fun̄ska ds vuq̄ i nh xbZ | ok ds , ot ea pbb | , t̄v/ dks ns jkf'ka

3- | {ke i kf/kdkjh & fu; }Dr] 'kDr; ka dk i R; k; kst u

1/4 1/2 jkT; 'kkl u bu fu; eka ds rgr | {ke i kf/kdkjh ds dR; ka dks dju} rFkk 'kDr; ka dk iz kx dju} ds fy,
jkT; 'kkl u ds | fpo | s vU; w Jskh ds 0; fDr dks fu; }Dr djska

1/2 1/2 | {ke i kf/kdkjh | keU; vFkok fo'kSk vkn̄sk }kjk ml ea o"Br fdUgha Hkh 'kDr; ka vk̄j dR; ka dksfdl h
v/khuLFk vf/kdkjh dks i R; k; k̄tr̄ dj | dska

4- | {ke i kf/kdkjh dh 'kDr; t̄ vk̄j dR;

| {ke i kf/kdkjh fuEufyf[kr ds fy, | {ke gksk&

1/4 d̄ 1/2 | eipr dEI; Wj | d̄ k/kuka ds | tu] mfpr o | ḡf{kr vfHk {kk} vuq̄ {k.k} {ke vk̄j} ipkyu dh jhfr
fofgr djuk] ftl ds vr̄xZ vkrk gSfdl h i kf/kdkjh vFkok , t̄d | h dksbu iz kstuka ds fy, vfHk fgr
djuk(

1/4 [k̄ 1/2 | e; & | e; ij fofgr dEI; Wj | d̄ k/kuka ds mfpr vk̄j | ḡf{kr izaku ds fy,} vk̄j , d | ḡf{kr
iz kkyh dh LFkki uk dks i Hkkoh djus ds fy,} fun̄sk tkjh djuk(

1/4 x̄ 1/2 mu izkku dk; k̄y; ka dks ftudh vk̄j | spkbb | , t̄v/ vf/kl fipr ukxfjd | okvka dks mi yC/k djkus
ds fy, i kf/kdr̄ gksk] vk̄j os | ok, a tks pbb | d̄b̄nka ds ekQZr nh tk | d̄xh] dks | fipr djuk(

1/2k1/2 fdl h 0; fDr vFkok fudk; dkspkbl , tðV ds: i eadk; Zdjusdsfy, bu fu; ekaeah xbz i f0; k ds vfrfjDr i f0; k fofgr djuk

1/31/2 pkbl dlnkads dke djus ds ?ka/kp LFkku] vkfn dk mi cak djus ds fy,] vkj I kFk gh plbl , tðV dh fdl h yki jokgh vFkok vuçak dh 'krkaea0; fr0e ; k Hkax I smnHkur fdl h gkfu ; k {kfr dsfo#) jkT; 'kkl u o izkku dk; kzy; ka dks {kfr i fjr djus ds fy,] , d s , tðV }kjk dyDVj ds I kFk fu" i kfr fd; k tkusgrq, d vuçak fofgr djuk(vkj , d svuçak ds tfj, i frHkukp chekvkp cd xkjfv; kp ; k vU; fdl h Hkh jfr ep , d s , tðV }kjk izkku dk; kzy; dh vkj I sikr fdl h /ku dh i ; kZr i frHkur Hkh I qur' pr djuk

1/41/2 pkbl dlnka dks vf/kl fpr ukxfjd I ok, a mi yC/k djkus ds fy, I eFkZ cukus ds fy, vko' ; d U; ure v/kl j puk fofgr djuk

1/4N1/2 pkbl , tðV }kjk pkbl dlnz dk dk; Z i kjHk djus dh i f0; k fofgr djuk

1/4t 1/2 I e; & I e; ij pkbl , tðV dh fu; qDr ds I cak ep vFkok vU; , d sekeyka ds I cak eaftlga og fdl h vf/kl fpr ukxfjd I ok ds i Hkko vkj dqky mi cak vFkok pkbl dlnz ds i Hkko dk; Z ds fy, vko' ; d ; k I ehphu I e>} funk tkjh djuk

5- vf/kl fpr ukxfjd I ok

I {ke i kf/kdkjh I koZtfud I puk ds tfj , , d h fdl h Hkh I ok vFkok I okvka dh Js kh] tksvf/kfu; e dh /kkjk 1 dh mi &/kkjk 1/41/2 ds mi cakka I s I cd/kr I ok u gk; dks bu fu; eka ds iz kstuka ds fy, vf/kl fpr ukxfjd I ok ?kks'kr dj I dsxkA

6- pkbl , tðV ds: i eafu; qDr ds fy, vgrk

1/41/2 pkbl , tðV ds: i eafu; qDr ds fy, vgz i R; d 0; fDr de I sde mPprj ek/; fed 'kkyk&R; kxh i ek. k&i = ijh{kk mRrh. kz gksk] dEl; Wjka dk cfu; knh Kku j [kusokyk gksk] vkj i frHkukp chekvkp cd xkjfv; kp ; k vU; fdl h Hkh rjhd I } dyDVj dh I rfv vuq i i ; kZr I j {kk i Lrqr djusea I {ke gkskA

1/21/2 dkbZ0; fDr pkbl , tðV ds: i eafu; qDr ds fy, vgz ugha gksk ; fn og vPNs I nkpfjd pfj = dk u gk; k fdl h nM/uh; vij/k ds fy, fl) nksk fd; k tk pçk gkA

1/31/2 bl fu; e ds mi &fu; e 1/41/4 vFkok bu fu; eka ds fu; e 7] eavrf0ZV dkbZ Hkh ckr i zku dk; kzy; }kjk i kf/kdr pkbl dlnz dks ykxw ugha gksk tks ml ds i fj I j ea LFkfr gk; rFk ml ds de pkjh }kjk i pkfyr gk; vkj , d s de pkjh] tks I e; & I e; ij izkku dk; kzy; }kjk bl I cak ea I E; d : i I sikf/kdr fd, tk, j bu fu; eka ds iz kstuka ds fy, pkbl , tðV ds: i eafu; qDr fd, x, I e>s tk, xA

7- pkbl , tðV dh fu; qDr

1/41/2 dyDVj bu fu; eka ds rgr vgrk dh 'krka dks i jk djus okys bPN d 0; fDr; ka dks vkonu vkae . k I puk }kjk fofgr i i = ea plbl , tðV ds: i eafu; qDr grqvkonu i Lrqr djus ds fy, vkef = r dsxkA

1/2½ dyðVj I {ke ikf/kdkjh }kjk fu; þr I fefr }kjk dh xbzvuðka kvka dsvk/kkj ij pbbI , tð dks fu; þr djskA

1/3½ fu; þr djusea dyðVj vkonðka dh forrh; ; FkSVrk] ftI eafdl h Hkh I kr I s vi f{kr forrh; I ð k/kukadks tð/kusdk I keF; ZI feefyr gð vkð , d {ks= eavf/kl þr uxxfjd I ðkvkaðh dny feyk dj t: jr dsfuji f{ vkð I ki f{ vkadyuka dks fopkj ea yskA

1/4½ dyðVj I {ke ikf/kdkjh }kjk fofgr i k: i eai kf/kdr uxxfjd I ðk , tð] ftI sbu fu; eka eavU; = ^pbbI , tð* dgk x; k gð ds: i eafu; þr dk vknsk nska

1/5½ fu; þr fd; k x; k pbbI , tð I {ke ikf/kdkjh }kjk fofgr i k: i eapbbI dðnz dk dk; Zikjðk djus ds iðZvuðk fu"ikfnr djskA

1/6½ fu; þr fd; k x; k pbbI , tð I k/kkj.kr% ml ds vkonu eabfr LFku I spbbI dðnz i pkfyr djsk] rFkk dyðVj dh iðZfyf[kr vuðk dsfcuk pbbI dðnz ds LFku eadkbZ i fjorZu ughafd; k tk, xkA

8- dyðVj dh 'kfr; k

1/1½ dyðVj I {ke gsk fd fdl h Hkh pbbI dðnz dk fujh{k.k djsvFkok dj,] vkð mul svfHkyf[k ; k tkudkj eak, (vkð] ; fn ml sl ek/kku gskfd dkbZ vfu; ferrk dh xbz gð vFkok gsk I Hkko; gð vkð vf/kl þr uxxfjd I ðk, ami yC/k djkus dsfgr eapbbI , tð dks funðk tkjh djusvFkok ml dh fu; þr fuyfcr djusdh vko' ; drk gð rksog , ð spbbI , tð dks funðk tkjh djusvFkok , ð s, tð dh fu; þr fuyfcr djus ds fy, Hkh I {ke gskA

i j r q, ð k dkbZ funðk vFkok fu; þr dks fuyfcr djusokyk vknsk dkj .kka dks vfHkyf[kr fd, fcuk ughafn; k tk, xk (vkð] , ð s funðk vFkok fuyæu dk vknsk I kr fnol ds Hkrj I {ke ikf/kdkjh dks I þr fd; k tk, xkA

1/2½ bl ckr dk I ek/kku gks ij fd pbbI , tð usvuðk dh fdl h 'krZ ds ikyu ea0; fr0e fd; k gð vFkok bu fu; eka ds rgr vgrk dh fdl h 'krZ dks ijk djuseavl Qy jgk gð vFkok tkjh fdlgha funð kka ds ikyu eavl Qy jgk gð dyðVj , ð spbbI , tð dh fu; þr I ekir djus ds fy, I {ke gskA

i j r q, ð s, tð dh fu; þr I ekir djus dk dkbZ vknsk ml sl quokbZ dk ; þr; þr vol j i nku fd, fcuk ughafd; k tk, xkA

9- pbbI , tð dk ykd I ðd gsk

i R; ð pbbI , tð Hkkrh; n.M I fgrk ¼ u-1860 dk 0ekd 45½ dh /kkj 21 ds vfHkik; ea, d ykd I ðd gskA

10- pbbI , tð dh nsrk, a

1/1½ pbbI , tð }kjk fdlgha vuðs kka ds f0; kko; u] bu fu; eka eal s fdl h fu; e ds ikyu ; k fdlgha funð kka ds vuðkyu dh dkbZ vl Qyrkj vFkok bu fu; eka ds v/khu fof/keku; ck/; rkvka ds ikyu

eafdl h 0; frØe] pksLo; aml ds }kjk vFkok ml ds vkrns kkuq kj dk; Zdj jgsfdl h 0; fDr }kjk pks , d k 0; fDr ml ds fu; kst u ea gks vFkok ugh I s mnHkr vFkok i fj.kkeLo: i fdl h 0; fDr] ftl ds varxI I koZtfud fudk; vFkok dksZ vl; ykd I od Hkh vkrs gS dks gpZ fdl h gkfu ; k uqdl ku dh I Hkh ns rk dsfo#) , d spkBI , tV }kjk jkT; 'kkI u] ml ds fdlUgha Hkh i kf/kdkfj; kV vS i zkku dk; kZ; kV dks {kfri fjr fd; k gV k I e>k tk, xkA

1/2½ bu fu; eka ds iz kst uka ds fy, vFkok I eipr i kf/kdkjh ds vuqns kka ds v/khu pkbI , tV }kjk byDVWfud : i ea; k vl; Fkk i klr] I ftr vFkok vuqf{kr I Hkh vfhkyS kka dk vuq {k.k vS mudh I g f{kr vfhkj {kk , d s, tV dk mRrjnkf; Ro gksk(vS ml dh fu; fDr dsfuycau vFkok I eki u dh n'kk ea , d k , tV , d s I Hkh vfhkyS kka dks dyDVj ds ikl fofgr jhfr es tek djxkA

1/3½ pkbI , tV ml ds }kjk , df=r fofgr i Hkkjka dk ySkk j [kusdsfy,] vS ml snS I ok i Hkkjka dks i fr/kkfjr djus ds ckn mlga fofgr jhfr ea tek djkus ds fy,) mRrjnk; h gkskA

1/4½ I eipr i kf/kdkjh vFkok fdl h Hkh vf/kl fpr ukxfjd I ok dsfdl h Hkh vkond dks I ok ink; djrs eafdl h yki jokgh] f'V vFkok vuqpr foye I smnHkr] ; k udyh] dWj fpr vFkok feF; k nLrkost ; k tkudkjH Lohdkj djus vFkok i f'kr djus ds i fj.kkeLo: i] fdl h gkfu] vl fo/kk {kfr ; k ns rk dsfy, pkbI , tV mRrjnk; h gkskA

11- pkbI , tV dks fn, x, fofgr i Hkkjka ds I cak ea mi /kj .kk

fdl h 0; fDr }kjk fdl h vf/kl fpr ukxfjd I ok ds I cak ea pkbI , tV dksfn, x, fdlUgha fofgr i Hkkjka ftl ds varxI I ok i Hkkj Hkh vkrk gS ds ekeys ea fofgr dEI; Wj I d k/ku }kjk iztfur byDVWfud vfhkLohdfr dh dkxt ij Nki] tks , d s 0; fDrk dks , d s, tV }kjk gLrk{kfjr dj nh xbZ gS i Fken'V; k] , d s Hkqrku dk I cir gksch] vS ; g mi /kj .kk dh tk; sh os ns d ; k nkoS ftuds fy; s vfhkLohdfr tkjh gksk rRif; I Fkh] ml I hek rd I r'V gks pps gS rFkfi] doy Hkqrku viusvki es , d k dksZ vf/kdkj] LoRo] foye dh ekOh] i fjI hek&dky dky dk foLrkj .kj vFkok , d s 0; fDr ds i {k ea NW I ftr ugh djxk] ftl ds fy; s og vl; Fkk gdnkj u gkA

12- pkbI , tV ds dR;

pkbI , tV fuEufyf[kr dR; ka dks djus ds fy; s I {ke vS mRrjnk; h gksk&

1/d½ vf/kl fpr ukxfjd I okvka dk mi ; ks djus ds fy; svkonu vS I kFk gh nh tk jgh I okvka ds fy; s , d svkon d I s dksZ fofgr i Hkkj i klr djuk] vS ml ds fy; s vfhkLohdfr tkjh djuk(vS

1/4[k½ fofgr dEI; Wj I d k/ku I s byDVWfud vfhkyS k ij I eipr i kf/kdkjh ds fMf+Vy gLrk{kjka ds I R; ki u dsckn dkxt ij mudh Nki ysdj vS] vxS , d h Nki ij , d s I R; ki u vS dkxt ij yh xbZ Nki , d s byDVWfud vfhkyS k ea vlrfufgr tkudkjH dk I gh : i .k gks ds i ek.kl pd gLrk{kj dj vkond] vFkok ml ds I E; d-: i I s i kf/kdr i frfuf/k] dks 0; fDr'kV vFkok Mkd ; k dksj; j ds tfj,] ml dk I nk; djukA

13- pkbI , tV vS I eipr i kf/kdkjh }kjk vuq j.k dh tkus okyh i fØ; k

pkbI , tV fuEufyf[kr i fØ; k dk vuq j.k djxk&

1/d½ fofgr i Hkkjka ftuea I ok i Hkkj I feefyr gS ds Hkqrku ij pkbI , tV fofgr dEI; Wj I d k/ku ea fdl h vf/kl fpr ukxfjd I ok] ftl s, d k , tV mi yC/k djkus ds fy; s i kf/kdr gS dk mi ; ks djus

- dks bPNpð fdl h 0; fDr }kjk nh xbZ tkudkjh ¼ml ds vkonu ds l eFkú ea vkond }kjk iLrñ nLrkostka dh byÐVRMLud ifr; ka l fgr½ dks fofgr jhfr ea i ðf'kr djsxkA
- ¼[k½ , ð h i ðf'kr tkudkjh , d byÐVRMLud vfHky[k ds: i ea: fir dh tk; sxh ftl eavkond }kjk nh xbZ tkudkjh l gh gkus vk[ml ds vkonu ds l eFkú ea iLrñ nLrkost okLrfod gkus rFkk tkudkjh >Bh ik, tkusvFkok nLrkost okLrfod ; k l gh ughaik, tkusdh n'kk eans rk l sml ds }kjk pkb l , t½ vk[l efr i kf/kdkjh dks {kfrifjr djus dh ?kkk.kk l fefyr gksxA
- ¼x½ , ð k byÐVRMLud vfHky[k l æi/kr pkb l , t½ dsekQr l efr i f/kdkjh dks l æk/kr , d vkonu dh idfr dk gksk vk[, ð s, t½ }kjk dkxt ij nks ifr; ka ea Nki k tk; sxh ftl sog vkond dks miyC/k dj k, xkA
- ¼k½ vkond vi us vki dks nLrkostka dh l R; rk ds ckjs ea l arqV djus ds ckn nksuka ifr; ka dks vi us gLrk{kj ; k vxkBk fu'kku l s vf/ki æf.kr djsx vk[, d ifr dks Lo; aj [kxk o vl; ifr pkb l , t½ dks nsxk] tks ml sl jf{kr vfHk{kj eaj [kxk vk[] ; fn vk[tc dhkh l {ke i kf/kdkjh l efr i kf/kdkjh ; k dyDVj ml smiyC/k dj kus dh vi {kk dj} ml smiyC/k dj k, xkA
- ¼³½ pkb l , t½ vkonu ds byÐVRMLud vfHky[k] tks vkonu ds l eFkú ea iLrñ nLrkostka dh byÐVRMLud ifr; ka l s; æXer gksk] ij vi us fMftVy gLrk{kj djsx vk[ml sfogr jhfr eafogr dEI; Wj l ð k/ku ij l fpr djsxkA
- ¼p½ vkonu dk byÐVRMLud vfHky[k fofgr dEI; Wj l ð k/ku ij l fpr gkus ij , ð sl ð k/ku }kjk , d byÐVRMLud vfHkLohdfr iztfur dh tk, xh ftl ea, d vkonu l anHkZ vad vlrfuZgr gksk ftl dh l gk; rk l svkond ml ds vkonu ds fu.kZ ds l æk ea volFkk ds ckjs ea i nRkN dj l dsxkA
- ¼N½ pkb l , t½ , ð h vfHkLohdfr dh dkxt ij Nki yxk vk[] vfHkLohdfr ea vlrfuZgr tkudkjh dkxt ij yh xbZ Nki dk l R; : i .k gkus irhdLo: i frfFk l fgr gLrk{kj dj] ml svkond dks nsxkA
- ¼t½ l efr i kf/kdkjh , ð svkonu ds i ðkDr byÐVRMLud vfHky[k ea vlrfuZgr tkudkjh dh dkxt ij Nki fy; k tkuk ¼ d½ pkb l , t½ ds fMftVy gLrk{kj dk l R; ki u dkfjr dj krs gq] vk[¼nk½ dkxt ij yh xbZ Nki ea vlrfuZgr tkudkjh dh rgyuk l R; kfir byÐVRMLud vfHky[k l sdh tk dj vf/ki æf.kr gksk dkfjr dj krs gq] dkfjr dj k, xkA
- ¼>½ l efr i kf/kdkjh] , ð h t½p ; k fj i kZ/cy/kus vkfn ds ckn t½ h og vko' ; d l e> } vi uk fofu'p; fofgr jhfr eafogr dEI; Wj l ð k/ku ea byÐVRMLud : i ea vfHkyf[kr djsxk] ftl ds ckn vkofnr l ðk ds l æk ea l efr nLrkost , d byÐVRMLud vfHky[k ds: i eafogr dEI; Wj l ð k/ku l s iztfur gksk ftl sl efr i kf/kdkjh vi us fMftVy gLrk{kj ka l s vf/ki æf.kr djsxk] vk[fofgr dEI; Wj l ð k/ku ij fofgr jhfr ea vf/ki æf.kr byÐVRMLud vfHky[k l fpr djsxkA
- ¼æ½ l efr i kf/kdkjh i ðkDr l efr nLrkost ds byÐVRMLud vfHky[k dh dkxt ij Nki yxk dkfjr djsxk] ml ij fnukd l fgr gLrk{kj djsxk] vk[ml svkonu l sl æi/kr vfHky[k ea l fefyr gksk dkfjr djsxkA

1/4 1/2 vkonu tek djrsle; iztfur vfhkLohdfr l k/kkj.kr% og frffk bñxr djxsh ftl ij ; k og vof/k ftl dsckn] vkonu ij fofu'p; vks inokDr l eqpr nLrkost l k/kkj.kr%fogfr dEI; Wj l d k/ku ij byðVRLud vfhkys[k ds: i eamiyC/k gksxA

1/8 1/2 vkonu ij fofu'p; gksusdsckn vkond pkkbl , tð/ dsikl tk l dsxk vks , d k , tð/ l eqpr i kf/kdkjh dsfmftVy gLrk{kj l sl E; d~: i l svf/kiækf.kr byðVRLud : i ds inokDr l eqpr nLrkost dh fofgr dEI; Wj l d k/ku l sfogfr jhfr eadkxt ij Nki ysxA

1/16 1/2 [k.M 1/4t 1/2 yxk; r 1/8 1/2 eadh dkbZ Hkh ckr vf/kl fipr ukxfjd l okvka ds mu ekeyka ea ykxw ugha gksch tgh vkond }kjk pkgh xbZ tkudkj ; k nLrkost igys l sgh pkkbl , tð/ dks l eqpr i kf/kdkjh dsfmftVy gLrk{kj l sl E; d~: i l svf/kiækf.kr gksdj fofgr dEI; Wj l d k/ku ij miyC/k gks vks] , d sekeyka ep pkkbl , tð/ fofgr dEI; Wj l d k/ku ij byðVRLud : i eamiyC/k ohfNr tkudkj ; k nLrkost dh fofgr jhfr eadkxt ij Nki ysus dks vxd j gksxA

1/4 < 1/2 [k.M 1/4k 1/2 yxk; r 1/8 1/2 eadh vFkok [k.M 1/4t 1/2 yxk; r 1/8 1/2 eadh dkbZ Hkh ckr vf/kl fipr ukxfjd l okvka ds mu ekeyka ea ykxw ugha gksch tgh vkond }kjk pkgh xbZ tkudkj ; k nLrkost igys l sgh pkkbl , tð/ dks l eqpr i kf/kdkjh dsfmftVy gLrk{kj l sl E; d~: i l svf/kiækf.kr gksdj fofgr dEI; Wj l d k/ku ij miyC/k gks vks] , d sekeyka ep pkkbl , tð/ fofgr dEI; Wj l d k/ku ij byðVRLud : i eamiyC/k ohfNr tkudkj ; k nLrkost dh fofgr jhfr eadkxt ij Nki ysus dks vxd j gksxA

1/4 k 1/2 inokDr l eqpr nLrkost ds byðVRLud vfhkys[k ij l eqpr i kf/kdkjh dsfmftVy gLrk{kj }kjk vf/kiækf.kr gksusdk l R; ki u pkkbl , tð/ }kjk fd; stkus vks dkt ij yh xbZ Nki okyk nLrkost , d sbyðVRLud vfhkys[k eavlrufgr tkudkj dk l gh : i .k gksus ds i ek.khdj.k ds i rhdLo: i pkkbl , tð/ , d h Nki okys nLrkost ds i R; d i B ij frffk l fgr gLrk{kj djxsk] vks , d s gLrk{kfjr nLrkost dks vkond dks nsxA

1/4 1/2 l {ke i kf/kdkjh vFkok jkT; 'kk l u fof/k ds v/khu i Lrqr djus ds nkf; Rok/khu fdl h 0; fDr }kjk i Lrqr dh xbZ tkudkj] foojf.k; k] fooj.kk] vfhkys[kkk] vkfn dks l eqpr i kf/kdkjh }kjk byðVRLud : i eaLohdkj djus ds fy; sl eqpr i kf/kdkjh }kjk vuq j.k dh tkusokyh i fØ; k fofgr dj l dæ; vks mlga , d fofgr dEI; Wj l d k/ku ij l fipr djus dh jhfr] vks l eqpr i kf/kdkjh }kjk mlga vf/kiækf.kr djus dh jhfr] Hkh fofgr dj l dæxA

1/4 k 1/2 jkT; 'kk l u] bu fu; eka eabñxr i fØ; k ds vfrfjDr] fdl h fof'k"V vf/kl fipr ukxfjd l ok] vFkok , d h l okvka dh Js kh] ds l æk ea i fØ; k fofgr dj l dsxA

14- dyðVj ds vkn'skk] fun'kk] vkfn ds fo#) vihy

bu fu; eka ds v/khu dyðVj ds fdl h vkn'sk] fun'kk] vkfn l s0; fFkr dkbZ0; fDr , d svkn'sk] fun'kk] vkfn dh tkudkj dh frffk l srhl fnol ds Hkhrj l {ke i kf/kdkjh ds l e{k fofgr jhfr ea vihy i Lrqr dj l drk gA

15- pkkbl , tð/ ds foRrh; nkoka vkfn ds l æk ea fookn

pkkbl , tð/ ds foRrh; nkoka vFkok ns rkvads l æk eafdl h Hkh fookn dk Qs yk dju; vFkok fofgr i Hkkj ka ea l sl ok i Hkkj ka ds i Hkk tu ds l æk ea iz uka dks r; dju; vFkok pkkbl dñka ds l æk ea ys[kkvka dk i fjfu/kkj .k dkfjr djus ds fy; sl {ke gksxA

16- i zdh. kZ

dkbz Hkh ckr pkbI , tW dsfdl h dk; Zvfkok yki }kjk dkfjr fdl h gkfu vFkok {kfr ds l aak ea fdl h 0; fFkr 0; fDr dks, d s, tW l sfdl h vU; fof/k dsrgr i frrkSk ; k {kfr i frZpkgus l sfuokfjr ugha djschA

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- 1- egkefge] jkT; i ky ds l fpo] NRrhl x<+'kkl u dh vkg l pukFkA
- 2- l fpo] NRrhl x<+fo/kku l Hkk dh vkg l pukFkA
- 3- egki ath; d] mPp U; k; ky;] fcykl ij dh vkg l pukFkA
- 4- ekuuh; e[; e=h NRrhl x<+'kkl u ds l fpo dh vkg l pukFkA
- 5- ekuuh; e=h@jkT; e=h dsfo'kSk l gk; d@fut l fpo@fut l gk; d ¼ eLr½ dh vkg l pukFkA
- 6- mi l fpo] egkf/koDrk dk; kÿ;] NRrhl x<+dh vkg l pukFkA
- 7- egky[kkdkj] NRrhl x<+dh vkg l pukFkA
- 8- e[; l fpo] NRrhl x<+'kkl u ds l a Dr l fpo dh vkg l pukFkA
- 9- v/; {k] jktLo eMy] NRrhl x<+dh vkg l pukFkA
- 10- vij e[; l fpo@ie[k l fpo@l fpo@fo'kSk l fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkg l pukFkA
- 11- vk; Dr] dkSk] ys[kk , oa i a ku] NRrhl x<+dh vkg l pukFkA
- 12- vk; Dr] tul Ei d] NRrhl x<+dh vkg l pukFkA
- 13- vij l fpo@l a Dr l fpo@ mi l fpo@ voj l fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkg l pukFkA
- 14- fu; a=d] 'kkl dh; epz kky;] NRrhl x<+ jktukanxkø dh vkg l pukFkA
- 15- foRr foHkx] NRrhl x<+'kkl u dh l eLr 'kk[kkvka dh vkg l pukFkA
- 16- e[; dk; i kyu vf/kdkjh] fpI dh vkg l pukFkZ , oa vko' ; d dk; bkgh grA
- 17- foHkxk/; {k] NRrhl x<+'kkl u ¼ eLr½ dh vkg l pukFkA
- 18- dyDVj] NRrhl x<+¼ eLr½ dh vkg l pukFkZ , oa vko' ; d dk; bkgh grA
- 19- jkT; l pukfoKku vf/kdkjh] jkT; l pukfoKku dñr] NRrhl x<+jkT; bdkbz dh vkg jkT; dh] fpI , oa pkbI dh osl kbM ij i zdk'ku grA

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l a Dr l fpo

NRrhl x<+'kkl u

l puk i ks] kfxdh

GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

Notification

No. 807/PS/SIT/2003/CHO *Ķ*E

Raipur, August 19, 2003

In exercise of the powers conferred under section 90 read with section 6 of the Information Technology Act, 2000 (No. XXI of 2000) and Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Notification No. /PS/SIT/20003/CHO *Ķ*E dated 19th August 2003, Secretary to Government, Information Technology, Chhattisgarh is hereby appointed as 'Competent Authority' under rule 2 (a) of the above rules.

2. All the powers and functions conferred under the aforementioned rules shall be exercised by him.
3. This Notification will come into force from 19th August 2003.

By order and in the name of Governor of
Chhattisgarh

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology

Endt No.808/PS/SIT/2003/CHO *Ķ*E

Raipur, August 19, 2003

Copy forwarded to:

1. Secretary to the Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Secretary to the Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.

9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.
13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
14. Controller, Government Printing Press, Rajnandgaon – for publication in extraordinary gazatte.
15. Sections of Finance Department, Government of Chhattisgarh (all) – for information.
16. CEO, CH ~~PS~~ – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. Collectors, Chhattisgarh (all) – for information and necessary action.
19. State Informatics Officer, NIC, Chhattisgarh State Unit for web publication on the websites of Chhattisgarh, CH ~~PS~~ and CHO ~~CE~~.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology

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 vf/k' kkl u½ fu; e] 2003 ds }kjk inRr 'kfDr; ka dk mi ; kx djrs gq i wkdR fu; eka ds fu; e 2 ¼d½ ds
 v/khu I fpo] NRrhl x<+ 'kkl u] I puk i kS| kfxdh dks , rn}kjk ^l efpR i kf/kdkjh* fu; Ør fd; k tkrk gA
 2- i wkdR fu; eka }kjk inRr I eLr 'kfDr; ka , oa dR; ka dk iz kx muds }kjk fd; k tk; skA
 3- ; g vf/kl puk fnukad 19 vxLr 2003 I siØfrZr gksxA

NRrhl x<+ds jkT; i ky dsuke I s rFkk
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- 1- egkefge] jkT; i ky ds I fpo] NRrhl x<+ 'kkl u dh vkj I pukFkA
- 2- I fpo] NRrhl x<+fo/kku I Hkk dh vkj I pukFkA
- 3- egki at; d] mPp U; k; y;] fcykl ij dh vkj I pukFkA
- 4- ekuuh; e[; eah NRrhl x<+ 'kkl u ds I fpo dh vkj I pukFkA
- 5- ekuuh; eah@jkT; eah dsfo"ksk I gk; d@fut I fpo@fut I gk; d ¼ eLr½ dh vkj I pukFkA
- 6- mi I fpo] egkf/koDrk dk; kzy;] NRrhl x<+dh vkj I pukFkA
- 7- egky[kdkj] NRrhl x<+dh vkj I pukFkA
- 8- e[; I fpo] NRrhl x<+ 'kkl u ds I a Ør I fpo dh vkj I pukFkA
- 9- v/; {k] jktLo eMy] NRrhl x<+dh vkj I pukFkA

- 10- vij eđ; I fpo@i eđ[k I fpo@I fpo@fo"ksk I fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkg I pukFkA
- 11- vk; Đr] dkSk] yđ[kk , oa iđku] NRrhl x<+dh vkg I pukFkA
- 12- vk; Đr] tul Ei dđ] NRrhl x<+dh vkg I pukFkA
- 13- vij I fpo@I a Đr I fpo@mi I fpo@voj I fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkg I pukFkA
- 14- fu; ãd] 'kkl dh; epz kky;] NRrhl x<+ jktukanxkø dh vkg I pukFkA
- 15- foRr foHkx] NRrhl x<+'kkl u dh I eLr 'kk[kkvka dh vkg I pukFkA
- 16- eđ; dk; đkyu vf/kdkjh] fpII dh vkg I pukFkZ , oa vko'; d dk; Đkgh gra
- 17- foHkxk/; {k] NRrhl x<+'kkl u ¼ eLr½ dh vkg I pukFkA
- 18- dyĐVj] NRrhl x<+¼ eLr½ dh vkg I pukFkZ , oa vko'; d dk; Đkgh gra
- 19- jkT; I pukfoKku vf/kdkjh] jkT; I pukfoKku dđn] NRrhl x<+jkT; ĐkbbZ dh vkg jkT; dh] fpII
, oa pkkI dh osI kbV/ ij iđk'ku gra

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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

ORDER

No.809/PS/SIT/2003/CHO/CE

Raipur, August 19, 2003

In exercise of the powers conferred under rule 4 (d) of Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Government of Chhattisgarh, Department of Industries (Information Technology) Notification No. 806/PS/SIT/2003/CHO/CE dated 19th August 2003, it is directed that a committee for appointment of CHO/CE agent shall be constituted as under:

1. Collector of the District – Chairperson
2. Municipal Commissioner / Chief Executive Officer, Zila Panchayat / Addl. Collector – member
3. Chief Executive Officer, Chhattisgarh Infotech & biotech Promotion Society or his representative – member

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology
& Competent Authority

Endt No. 810/PS/SIT/2003/CHO/CE

Raipur, August 19, 2003

Copy forwarded to:

1. Collectors, Government of Chhattisgarh (all) – for information and necessary action.
2. CEO, CH/PS – for information and necessary action

Sd /-
AMIT AGRAWAL
Joint Secretary
Government of Chhattisgarh
Information Technology

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NRrhl x<+'kkl u] m | ksx foHkx ¼ puk i tsj kfxdh½ dh vf/kl puk Øekd 806@ih, l @, l vkbM/h@2003@p11bl
fnukd 19 vxLr] 2003 }kj tkjh NRrhl x<+ukxfjd l ok ¼byDVfud vf/k' kkl u½ fu; e] 2003 dsfu; e
4 ¼x½ dsv/khu inRr 'kfDr; ka dk mi; ksx djrs gq pkl , t½ dh fu; fDr dsfy, fuEuku kj l febr
dk xBu funš'kr fd; k tkrk g&

- 1- ftysdk dyDVj & v/; {k
- 2- ftyk ipk; r dk e[; dk; ½kyu vf/kdkjh] vk; Dr] uxj ikfyd fuxe@vij dyDVj & l nL;
- 3- e[; dk; ½kyu vf/kdkjh] NRrhl x<+l puk i tsj kfxdh , oa t½ i tsj kfxdh i kbufr l kl k; Vh ¼p1l ½; k muds i frfuf/k & l nL;

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l fuy døkj
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NRrhl x<+'kkl u
l puk i tsj kfxdh , oa l {ke vf/kdkjh

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- 1- e[; dk; ½kyu vf/kdkjh] fp1l dh vkj l pukFkZ , oa vko'; d dk; bkgh grA
- 2- dyDVj] NRrhl x<+¼ eLr½ dh vkj l pukFkZ , oa vko'; d dk; bkgh grA

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NRrhl x<+'kkl u
l puk i tsj kfxdh

GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

No. 811/PS/SIT/2003/CHO/CE

Raipur, August 19, 2003

To:

Collector(s) (all)
Government of Chhattisgarh

Subject: Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 – procedure for appointment of CHO/CE agents.

Please refer to Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Government of Chhattisgarh, Department of Industries (Information Technology) Notification No. 806/PS/SIT/2003/CHO/CE dated 19th August 2003.

As required under rule 7(1) of the above rules, the prescribed form of application for appointment as CHO/CE agent is attached herewith for further action.

Attachment: One page, as above

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology
Raipur, August 19, 2003

Endt No. 812/PS/SIT/2003/CHO/CE

Copy forwarded to:

CEO, CH/PS – for information and necessary action.

Attachment: One page, as above

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology

Form of Application for appointment as CHO/CE agent

1. Name of the applicant (in full):
2. Father's Name:
3. Residential address:
4. Occupation:
5. Qualifications:
 - (a) Academic:
 - (b) Technical:
6. Date of Birth:
7. Details of Experience regarding computers:
8. Details of Cyber Cafe run by the applicant:
 - (a) Location:
 - (b) Premises hired / owned:
 - (c) Duration:
 - (d) Staff employed (give full details):
 - (e) Individual / partnership firm / company:
 - (f) Details of hardware available such as computers, printers, UPS, scanner etc.:
 - (g) Connectivity details
9. Phone no. office, residence, mobile no.:
10. Whether the applicant has ever been arrested / convicted / of an offence (give details):
11. References from two respectable citizens:
12. Details of surity offered such as bank gurantee / fixed deposit receipt / call deposit receipt from any nationalised bank etc.:

(Applicant)

DECLARATION

I _____ Son of _____
age _____ Resident _____ hereby solemnly
declare that the above information furnish by me is true and correct to the best of my knowledge and belief
and in case of any information found to be false or in correct, I shall be liable for legal action. Verified this
_____ day of _____, 2003.

(Applicant)

Signed in the presence of

Witness

1. Signature with Name & Address

2. Signature with Name & Address

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fo"k; & NRrhl x<+ukxfjd l sk ½byDVWfud vf/k' kkl u½ fu; e] 2003 &pkWl , tW dsfu; fDr dh ifØ; k
ckcra

di ; k NRrhl x<+ 'kkl u] m | ks foHkx ¼ puk i kSj kfxdh½ dh vf/kl puk Øekd 806@ih, l @, l
vkbM/h@ 2003@pWbl fnukd 19 vxLr] 2003 }jk vf/kl fpr NRrhl x<+ukxfjd l sk ½byDVWfud
vf/k' kkl u½ fu; e] 2003 dk l nHkz xg.k djA

i nKDr fu; ekadsfu; e 7¼½ dsv/khu pWl , tW dh fu; fDr grqvkouu dk fofgr ik: i vfxe
dk; bkgh grq , rnt ½Xu gA

l ½Xu& , d i "B] mDrkuq kj

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NRrhl x<+ 'kkl u
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ef; dk; ½kyu vf/kdkjh] fpil dh vkj l pukFKz , oa vko' ; d dk; bkgh grA

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NRrhl x<+ 'kkl u
l puk i kSj kfxdh

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- 1 vkond dk uke &
- 2- fir k dk uke &
- 3- fuokl dk iwKzirk &
- 4 0; ol k; &
- 5- 'k\$kf.kd ; kX; rk &
1/4 1/2 vdknfed &
1/4 1/2 rdudh &
- 6- tle frffk &
- 7- dEI; Wj ij dk; Zdjus l ckh vutko &
- 8- vkond ds l k; cj dQs dk fooj.k &
1/4 1/2 LFku &
1/4 1/2 LFku fdjk; s dk@ futh gS &
1/4 1/2 vof/k &
1/4 1/2 fu; qDr veyk 1/4 iwKz fooj.k n1 &
1/4 1/2 0; fDrxr@Hkkxhkhjh @d1 uh &
1/4 1/2 mi yC/k gkMbs j dk fooj.k t\$ s dEI; Wj]
fi Wj] ; wih , l] Ldsuj vkfn &
1/4 1/2 dusDVfoVh dk fooj.k &
- 9- Oku uEcj dk; k1y;] fuokl] ekckb1y &
- 10- D; k vkond dHkh fxj qFkj g1y k gS \ fl) nksk ; k vkjki h gS \ fooj.k na &
- 11- nks l Eekfur ukxfjdka dk l nHkz n1 tks vkond l s i fjfpr gla &
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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

No. 813/CA/SIT/2003/CHO/CE

Raipur, August 19, 2003

NOTIFICATION

In exercise of the powers conferred under rule 4(a) of the Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 Chhattisgarh Infotech and biotech Promotion Society (also known as 'CH/PS') is hereby designated as the agency for the creation, proper and secure custody, maintenance, safety and operation of prescribed computer resources. CH/PS would hereafter be referred to as 'CHO/CE Implementing Agency' and shall be competent to coordinate with, to communicate with, and to advise various Departments or Agencies of the State Government as well as Principal Offices (as defined in Rule 2 clause (g) of the aforesaid rules) in connection with aforesaid purposes.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
(Information Technology) and
Competent Authority
Raipur, August 19, 2003

Endt No. 814/CA/SIT/2003/CHO/CE

Copy forwarded to:

1. Secretary to the Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Secretary to the Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.

13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
14. Controller, Government Printing Press, Rajnandgaon – for publication in extra ordinary gazatte.
15. Sections of Finance Department, Government of Chhattisgarh (all) – for information.
16. CEO, CH/PS – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. Collectors, Chhattisgarh (all) – for information and necessary action.
19. State Informatics Officer, NIC, Chhattisgarh State Unit for web publication on the websites of Chhattisgarh, CH/PS and CHO/CE.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
(Information Technology) and
Competent Authority

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- 4- ekuuh; e[; eāh NRrhl x<+'kkl u ds l fpo dh vj} l p̄ukFkA
- 5- ekuuh; eāh@jkT; eāh ds fo'kSk l gk; d@fut l fpo@fut l gk; d ¼ eLr ½ dh vj} l p̄ukFkA
- 6- mi l fpo] egkf/koDrk dk; k̄y;] NRrhl x<+dh vj} l p̄ukFkA
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- 8- e[; l fpo] NRrhl x<+'kkl u ds l a Dr l fpo dh vj} l p̄ukFkA
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- 10- vij e[; I fpo@iæ[k I fpo@I fpo@fos ksk I fpo] NRRhl x<+'kkl u ¼ eLr½ dh vlg I pukFkA
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- 16- e[; dk; ãkyu vf/kdkjh] fpII dh vlg I pukFkZ , oa vko' ; d dk; ðkgh gra
- 17- foHkxk/; {k] NRRhl x<+'kkl u ¼ eLr½ dh vlg I pukFkA
- 18- dyDVj] NRRhl x<+¼ eLr½ dh vlg I pukFkZ , oa vko' ; d dk; ðkgh gra
- 19- jkT; I pukfoKku vf/kdkjh] jkT; I pukfoKku dñn] NRRhl x<+jkT; bdkbZ dh vlg jkT; dh] fpII , oa pkbI dh osI kbV/ ij i ðk'ku gra

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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

No. 815/CA/SIT/2003/CHO/CE

Raipur, August 19, 2003

ORDER

In exercise of the powers conferred under rule 4(f) of the Chhattisgarh Citizen Service (Electronic Governance) Rules 2003, it is prescribed that every CHO/CE centre shall maintain minimum infrastructure as detailed hereunder:

1. Computer with Multimedia (minimum Pentium III or equivalent)
2. Licensed Operating System Software (Windows 98 / Millenium / 2000 / NT / XP or LINUX version 8.0)
3. One Dot Matrix Printer (24 Pin, 136 Column, minimum 280 Characters per second) or Laser Printer or Inkjet / Deskjet Printer
4. Uninterrupted Power Supply (minimum half-an-hour back-up)
5. Modem (minimum 56 KBPS)
6. Telephone line with Dial-up Internet access
7. Digital camera 1.3 megapixel
8. Scanner 600 DPI x 600 DPI A-4 size
9. Necessary office premises, electricity connection and furniture & equipment

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
(Information Technology) and
Competent Authority
Raipur, August 19, 2003

No. 816/CA/SIT/2003/CHO/CE

Copy forwarded to:

1. Collectors (all), Government of Chhattisgarh – for information and necessary action.
2. CEO, CH/PS – for information and necessary action.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
(Information Technology) and
Competent Authority

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- 2- e[; dk; i kyu vf/kdkjh] fpl dh vkj I pukFKZ , oa vko' ; d dk; bkgh grA

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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

No. 817/CA/SIT/2003/CHO/CE

Raipur, August 19, 2003

ORDER

In exercise of the powers conferred under rule 5 of the Chhattisgarh Citizen Service (Electronic Governance) Rules 2003, the following services are hereby declared as notified Citizen Services.

1. Registration of Births and Deaths under Chhattisgarh Registration of Births and Deaths Act, 1969
2. Issue of Certificate regarding being a member of the Scheduled Tribes
3. Issue of Certificate regarding being a member of the Scheduled Castes
4. Issue of Certificate regarding being a member of Other Backward Classes
5. Issue of Certificate regarding Income
6. Issue of Local Resident of Chhattisgarh Certificate

in accordance with the instructions of the State Government issued from time to time.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
(Information Technology) and
Competent Authority

No. 818/CA/SIT/2003/CHO/CE

Raipur, August 19, 2003

Copy forwarded to:

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2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Secretary to the Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
9. President, Board of Revenue, Chhattisgarh – for information.

10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.
13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
14. Controller, Government Printing Press, Rajnandgaon – for publication in extra ordinary gazatte.
15. Sections of Finance Department, Government of Chhattisgarh (all) – for information.
16. CEO, CH^IPS – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. Collectors, Chhattisgarh (all) – for information and necessary action.
19. State Informatics Officer, NIC, Chhattisgarh State Unit for web publication on the websites of Chhattisgarh, CH^IPS and CHO^ICE.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
(Information Technology) and
Competent Authority

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- 2- vuq fipr tutkfr; kadk I nL; gkus dk i ek.ki = tkjh djuk
- 3- vuq fipr tkfr; kadk I nL; gkus dk i ek.ki = tkjh djuk
- 4- vU; fi NMk oxkã dk I nL; gkus dk i ek.ki = tkjh djuk
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- 4- ekuuh; e[; eah NRrhl x<+'kkl u ds I fpo dh vkj I pukFkA
- 5- ekuuh; eah@jkT; eah dsfo'kšk I gk; d@fut I fpo@fut I gk; d ¼ eLr½ dh vkj I pukFkA
- 6- mi I fpo] egkf/koDrk dk; kÿ;] NRrhl x<+dh vkj I pukFkA
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- 8- e[; I fpo] NRrhl x<+'kkl u ds I a Dr I fpo dh vkj I pukFkA
- 9- v/; {k} jktLo eMy] NRrhl x<+dh vkj I pukFkA

- 10- vij eđ; I fpo@i eđk I fpo@I fpo@fo"ksk I fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkj I pukFkA
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- 12- vk; Đr] tul Ei dđ] NRrhl x<+dh vkj I pukFkA
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- 14- fu; ãd] 'kkl dh; epz kky;] NRrhl x<+ jktukanxkø dh vkj I pukFkA
- 15- foRr foHkx] NRrhl x<+'kkl u dh I eLr 'kk[kkvka dh vkj I pukFkA
- 16- eđ; dk; 7kyu vf/kdkjh] fpII dh vkj I pukFkZ , oa vko' ; d dk; Đkgh gra
- 17- foHkxk/; {k]NRrhl x<+'kkl u ¼ eLr½ dh vkj I pukFkA
- 18- dyĐVj] NRrhl x<+¼ eLr½ dh vkj I pukFkZ , oa vko' ; d dk; Đkgh gra
- 19- jkT; I pukfoKku vf/kdkjh] jkT; I pukfoKku dđn] NRrhl x<+jkT; ĐkbbZ dh vkj jkT; dh] fpII
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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

No. 819/CA/SIT/2003/CHO/CE

Raipur, August 19, 2003

To:

Collector(s) (all)
Chhattisgarh

Subject: Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003.

Please refer to of Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Government of Chhattisgarh, Department of Industries (Information Technology) Notification No.806/PS/SIT/2003/CHO/CE dated 19th August 2003.

As required under rule 7(4) of the above rules, the prescribed form of appointment as CHO/CE agent is attached herewith for further action. It may please be ensured that the copies of the appointment letter are endorsed to this office and CEO, CH/PS as well as respective principal offices related to the notified Citizen Services being provided by such CHO/CE agent.

Attachment: One page, as above

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology
& Competent Authority
Raipur, August 19, 2003

Endt No. 820/CA/SIT/2003/CHO/CE
Copy forwarded to:

CEO, CH/PS – for information and necessary action.

Attachment: One page, as above

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology

OFFICE OF COLLECTOR

ORDER

No. /CHO/CE/

Dated,

To:

Subject: Appointment as CHO/CE agent.

With reference to your application for appointment as CHO/CE agent, this is to inform you that you have been appointed as CHO/CE agent under the Chhattisgarh Citizen Service (Electronic Governance) Rules 2003.

1. You will be required to execute an agreement on a non judicial stamp of Rs. 50/- in the prescribed form before commencing the functioning of the CHO/CE centre.
2. You will also provide security by way of sureties, bank gurantee or in any manner to the satisfaction of this office for Rs. 20,000/-.
3. You may contact this office during working hours before _____ along with the above documents.
4. After fulfilling the above requirements, you will be permitted to commence functioning of the CHO/CE centre.

Collector

Endt. No. /CHO/CE/

Dated,

Copy forwarded to:

1. Secretary, Government of Chhattisgarh, Information Technology, Raipur – for information.
2. CEO, CH/PS (Implementing Agency) - for information and necessary action.

Collector

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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

ORDER

No. 821/PS/SIT/2003/CHO/CE

Raipur, August 19, 2003

In exercise of the powers conferred under rule 2 (i) of the Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Notification No. 806/PS/SIT/2003/CHO/CE dated 19th August 2003, prescribed computer resource will be the computer resource for CHO/CE Project (being implemented by CH/PS) and includes the back-end server configuration installed at CH/PS' premises, related network, 'Front-end's systems' installed in the Principal Offices or at the office of CH/PS, and the software, databases and data forming a part of the same. However, prescribed computer resource shall not include the computers installed at various CHO/CE Centres by CHO/CE Agents.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology
& Competent Authority
Raipur, August 19, 2003

Endt No. 822/PS/SIT/2003/CHO/CE

Copy forwarded to:

1. Secretary to the Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Secretary to the Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.

12. Commissioner, Public Relations, Chhattisgarh – for information.
13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
14. Controller, Government Printing Press, Rajnandgaon – for publication in extra ordinary gazatte.
15. Sections of Finance Department, Government of Chhattisgarh (all) – for information.
16. CEO, CH/PS – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. Collectors, Chhattisgarh (all) – for information and necessary action.
19. State Informatics Officer, NIC, Chhattisgarh State Unit for web publication on the websites of Chhattisgarh, CH/PS and CHO/CE.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology

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- 1- egkefge] jkT; i ky ds I fpo] NRrhl x<+'kkl u dh v̄k̄j I p̄ukFk̄a
- 2- I fpo] NRrhl x<+fo/kku I Hkk dh v̄k̄j I p̄ukFk̄a
- 3- egki at̄h; d] mPp U; k; ky;] fcykl i j dh v̄k̄j I p̄ukFk̄a
- 4- ekuuh; e[; ēh NRrhl x<+'kkl u ds I fpo dh v̄k̄j I p̄ukFk̄a
- 5- ekuuh; ēh@jkt; ēh ds fo"ksk I gk; d@fut I fpo@fut I gk; d ¼ eLr½ dh v̄k̄j I p̄ukFk̄a
- 6- mi I fpo] egkf/koDrk dk; k̄y;] NRrhl x<+dh v̄k̄j I p̄ukFk̄a
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- 8- e[; I fpo] NRrhl x<+'kkl u ds I a Dr I fpo dh v̄k̄j I p̄ukFk̄a
- 9- v/; {k] jktLo eMy] NRrhl x<+dh v̄k̄j I p̄ukFk̄a

- 10- vij eđ; I fpo@i eđk I fpo@I fpo@fo"kk I fpo] NRrhl x<+'kkI u ¼ eLr½ dh vkg I pukFkA
- 11- vk; Đr] dksk] ys[kk , oa iđku] NRrhl x<+dh vkg I pukFkA
- 12- vk; Đr] tul Ei d] NRrhl x<+dh vkg I pukFkA
- 13- vij I fpo@I a Đr I fpo@ mi I fpo@ voj I fpo] NRrhl x<+'kkI u ¼ eLr½ dh vkg I pukFkA
- 14- fu; ãd] 'kkI dh; epz kky;] NRrhl x<} jktukn xko dh vkg I pukFkA
- 15- foRr foHkkx] NRrhl x<+'kkI u dh I eLr 'kk[kkvka dh vkg I pukFkA
- 16- eđ; dk; i kyu vf/kdkjh] fpII dh vkg I pukFkZ , oa vko' ; d dk; Đkgh gra
- 17- foHkkxk/; {k]NRrhl x<+'kkI u ¼ eLr½ dh vkg I pukFkA
- 18- dyĐVj] NRrhl x<+¼ eLr½ dh vkg I pukFkZ , oa vko' ; d dk; Đkgh gra
- 19- jkT; I pukfoKku vf/kdkjh] jkT; I pukfoKku dññ NRrhl x<+jkT; bdkbz dh vkg jkT; dh] fpII , oapkI dh osI kbV ij iđk'ku gra

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GOVERNMENT OF CHHATTISGARH

DEPARTMENT OF INDUSTRIES (INFORMATION TECHNOLOGY)

No. 823/CA/SIT/2003/CHO/CE

Raipur, August 19, 2003

ORDER

This Order issues in exercise of the powers conferred under clauses (h), (j) and (k) of rule 2 read with rules 10(3), 12(a) and 13(a) of the Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Notification No. 806/PS/SIT/2003/CHO/CE dated 19th August 2003. All references to the word rule(s) in this order are references to the rules of the aforesaid Rules, unless otherwise specified.

2. *Service charge for Notified Citizen Services involving not more than one page each of application or the appropriate desired document:* The amounts indicated in the following table and in paragraph 3 below shall be payable by applicants seeking any Notified Citizen Service from any CHO/CE Centre authorised to provide the same to the CHO/CE Agent in charge of such Centre in lieu of the services provided as 'service charge':

S.N.	Notified Citizen Service or class of Notified Citizen Services	Service charge for one transaction of Notified Citizen Service
I	Applications in general (other than those mentioned below)	Rs. 15/- (Rupees fifteen only) at the time of making the application and Rs-5/- (Rupees five only) at the time of collecting the time the appropriate desired document
II	Copies of land records (per khasra / B-1 / cadastral village map record; various khasra number some holding being treated as a single record) and other records such as birth certificate etc. or other appropriate desired document if already available on prescribed computer resource duly authenticated by digital signatures of Appropriate Authority	Rs.15/- (Rupees fifteen only)
III	Information Services and Public Grievance Redress Services	Rs. 10/- (Rupees ten only)
IV	Application status enquiry services	Rs. 2/- (Rupees two only) if enquiry made at the same CHO/CE Centre where related application was submitted, and Rs. 10/- (Rupees ten only) otherwise

3. *Service charge for Notified Citizen Service*Rs. 10/- (Rupees ten only)s involving more than one page each of application or the appropriate desired document: The service charge indicated in paragraph 2 above is applicable in case of the application and the appropriate desired document both being of one page each only, printing on either side of one page being counted as a single page. In case of the application or the appropriate desired document exceeding one page, Rs. 2/- (Rupees two only) extra service charge would be applicable for each such additional page,

except in case of copies of land records (as mentioned at s. no. II above) for which charge for additional pages is already prescribed by the Revenue Department vide rule 56 of Chhattisgarh Land Records Rules, 1959 framed under section 256 of the Chhattisgarh Land Revenue Code, 1959 according to which the charge for each additional page is Rs. 7/- (Rupees seven only).

4. Apportionment of service charge other than for land records mentioned at s. no. II and paragraph 3 above:
 - (4.1) Eight percent of the total service charge amount shall be credited on a calendar month basis with the fund of the Principal Office concerned with the particular Notified Citizen Service transaction to which the service charge relates. In respect of transaction relating to the State Government offices, the aforesaid amount shall be credited with the Government treasury in the appropriate head of account.
 - (4.2) Likewise, one percent of the total service charge amount shall be remitted on a calendar month basis to CH/PS (also known as 'Chhattisgarh Infotech and biotech Promotion Society') in lieu of services provided by it in accordance with Government Order no. 86/SCM/CH/PS/2003 dated 10/1/2003 of the Department of Industries (Information Technology), Government of Chhattisgarh read with the Department's Corrigendum no. 453/SCM/CH/PS/2003 dated 10/2/2003.
 - (4.3) However, the aforesaid amounts of eight and one percent respectively shall not apply in respect of application status enquiry services (mentioned at s. no. IV above).
 - (4.4) Apart from the aforesaid amounts at (4.1) and (4.2) above read with (4.3) above, the balance amount (to be hereafter referred to as 'CHO/CE Agent's service charge') shall be kept by the CHO/CE Agent concerned and the aforesaid amount would be credited daily into the Science Club Fund of such Government Higher Secondary School or High School with which the Collector may link the CHO/CE Centre by order, along with appropriate statement of accounts. Further, the aforesaid apportionment shall be effected by the Principal of the concerned school subject to the powers of the Collector under rule 15.
5. *Apportionment of service charge pertaining to land records mentioned at s. no. II and paragraph 3 above:*
 - (5.1) Eight percent of the service charge amount indicated at s. no. II and Rs. 5.11 (Rupees five and paise eleven only) out of Rs. 7/- (Rupees seven only) indicated in paragraph 3 above shall be credited on a calendar month basis with the Government treasury in the appropriate head of account.
 - (5.2) One percent of the total service charge amounts mentioned at s. no. II and paragraph 3 above shall be remitted on a calendar month basis to CH/PS in lieu of services provided by it.
 - (5.3) Rs. 2/- (Rupees two only) out of the service charge amount indicated at s. no. II above would be paid by way of 'education services use charge' for disbursement to concerned 'authorised teachers' attesting computerised copies of land records or persons maintaining accounts or be used for development of the concerned school with which the CHO/CE Centre is linked by order of the Collector. Instructions in this connection would be issued separately by the Education and Tribal Development Departments.

- (5.4) Similarly, in case of copies of land records, Rs. 2/- (Rupees two only) of the service charge amount indicated at s. no. II above would be paid on a calendar month basis into an account at the Tahsil level maintained and operated by the concerned Tahsildar by way of 'land records data updating charge' for disbursement to concerned land record data updating personnel of Revenue Department upon updating the land records. Instructions in this connection would be issued separately by the Revenue Department.
- (5.5) Apart from the aforesaid amounts at paragraphs (5.1) to (5.4) above, the balance amount (to be hereafter referred to as 'CHOICE Agent's service charge') out of the service charge amounts indicated at s. no. II and paragraph 3 above shall be kept by the CHOICE Agent concerned and the aforesaid amount would be credited daily into the Science Club Fund of such Government Higher Secondary School or High School with which the Collector may link the CHOICE Centre by order, along with appropriate statement of accounts. Further, the aforesaid apportionment shall be effected by the Principal of the concerned school subject to the powers of the Collector under rule 15.
6. *CHOICE Agent to also collect prescribed charges other than service charge:* The aforesaid service charge does not include any taxes, fees, charges, dues or other sums of money that are otherwise payable under the relevant law when making an application to the concerned Appropriate Authority / Principal Office. Such taxes, fees, charges, dues or other sums of money shall also be collected by the CHOICE Agent as prescribed charges in cash, even for those payments that are ordinarily required to be made in the form of court fee stamps. However, the amounts collected as payments that are ordinarily to be made in the form of court fee stamps would be credited into the Government treasury in the head of account relating to deposit of cash collected in lieu of court fee stamps.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology
& Competent Authority
Raipur, August 19, 2003

Endt No. 824/CA/SIT/2003/CHOICE

Copy forwarded to:

1. Secretary to the Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Secretary to the Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.

7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.
13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
14. Controller, Government Printing Press, Rajnandgaon – for information.
15. Sections of Finance Department, Government of Chhattisgarh (all) – for information.
16. CEO, CH/PS – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. Collectors, Chhattisgarh (all) – for information and necessary action.
19. State Informatics Officer, NIC, Chhattisgarh State Unit for web publication on the websites of Chhattisgarh, CH/PS and CHO/CE.

Sd /-
SUNIL KUMAR
Secretary
Government of Chhattisgarh
Information Technology
& Competent Authority

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2- vf/kl fpr ukxfjd I ok, j ftudk vkonu vFkok I efpr okfNr nLrkost iR; d , d i'B I s vuf/kd gk dsfy, I ok i Hkkj & fdl h vf/kl fpr ukxfjd I ok mi yC/k djkusgrqvf/kdr fdl h Hkh pkbl dlnz dspkbl , t¼ dksml ds }kjk nh xbZ I okvka ds, ot eafuEufyf[kr rkfydk rFkk dMdk&3 eabfyr jk'k; ka' I ok i Hkkj* ds : i ea ns gkxhA

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3- vkonu vFkok I efpr okfNr nLrkost , d i'B I s vf/kd gkus dh n'kk ea vf/kl fpr ukxfjd I okvka dsfy, I ok i Hkkj & dMdk 2 eabfyr I ok i Hkkj vkonu rFkk I efpr okfNr nLrkost nksuka, d i'B ds gkus ij ykxwgksk] tcf d i'B ds nksuka vkj epz k dks, d i'B fxuk tk; A

vkonu vFlók l efpr okfNnrlkost , d i'B l svf/kd dk gksusdh fLFkfr ea , d si R; d vfrfjDr i'B grq: - 2@& ¼ i ; snkse=½ vfrfjDr l ok i Hkkj ykxw gksxA Hkw vfHkys[k dh ifrfyfi ; ka dks NkM+dj ¼Åij l jy Øekad nks ij ; Fkk mfYyf[kr ½ftl dsfy; svfrfjDr i'BkagsrjktLo foHkkx }kjk NRRhl x<+HkwjktLo l fgrk] 1959 dh /kkj 256 ds v/khu fopfr fu; e 56 ds }kjk i R; d vfrfjDr i'B dsfy, : - 7& ¼ i ; s l kr ek=½ i Hkkj i wZ l sfogr gA

4- Åij l jy Øekad nks rFkk dMdk 3 dks NkM+dj 'kSk l ok i Hkkj dk iHktu&

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¼4-2½ bl h izkij dy l ok i Hkkj jkf'k dk , d ifr'kr dSyBMj ekg ds vk/kkj ij nh xbZ l ok ds , ot ea 'kkl u ds vksk Øekad 86@, l l h, e@fpII @2003 fnukad 10@1@2003 rFkk m|ks foHkkx ¼ puk i ks] ksdh½ NRRhl x<+'kkl u l gifBr foHkkx; ds'kj}i = Øekad 453@, l l h, e@fpII @2003 fnukad 10@2@2003 ds vuq i fpII dks Hkstk tk; skA

¼4-3½ rFkfi Øe'k % i wkdR vkB vkj , d ifr'kr jkf'k; ka vkonu dh fLFkfr dh i NRkN l okvka ¼Åij l jy Øekad pkj ij mfYyf[kr ½ ds ekeys ea ykxw ugha gkschA

¼4-4½ Åij ¼4-1½ o ¼4-2½ l gifBr Åij ¼4-3½ dh i wkdR jkf'k; ka dks NkM+'kSk jkf'k ¼ftl s , rni 'pkr 'pkl , tV dk l ok i Hkkj* dgk tk; sk½ l æf/kr pkl , tV }kjk j [kh tk; sch rFkk , d h 'kkl dh; mPprj ek/; fed 'kkyk ; k mPp ek/; fed 'kkyk dh foKku Dyc fuf/k ea l efpr ys[kk foj.kh l fgr tek dh tk; schA ftl 'kkyk l sdyDVj vksk }kjk pkl dñz dks tkM+vkj ; g fd fu; e 15 ds v/khu dyDVj dh 'kDr; ka ds v/; /khu l æf/kr 'kkyk ds ikpk; Z }kjk i wkdR foHkktu fd; k tk; skA

5- Åij l jy Øekad nks rFkk dMdk 3 ea mfYyf[kr Hkw vfHkys[k l ækh l ok i Hkkj dk iHktu &

¼5-1½ l jy Øekad nks ij mfYyf[kr l ok i Hkkj jkf'k dk vkB ifr'kr rFkk dMdk 3 ea baxr : - 7@& ¼ i ; s l kr ek=½ ea l s5-11 ¼ kp : i ; sX; kjg i s sek=½ i s dSyBMj ekg ds vk/kkj ij 'kkl dh; dkskky; ea l efpr ys[kk 'kh"z ea tek dj; k tk; skA

¼5-2½ l jy Øekad nks rFkk dMdk 3 ea mfYyf[kr l ok i Hkkj jkf'k; ka dk , d ifr'kr dSyBMj ekg ds vk/kkj ij nh xbZ l okvka ds , ot ea fpII dks Hkstk tk; skA

¼5-3½ Åij l jy Øekad nks ea baxr l ok i Hkkj jkf'k ea l a : - 2@& ¼ i ; snkse=½ 'f'k{kk l ok, ami ; ks i Hkkj* ds : i ea fn; k tk; sk vkj Hkw vfHkys[k dh dEI; wjhdR ifr; ka dks l k{; kadr djus okys l æf/kr 'i kf/kdr f'k{kdkä ; k ys[kk vuqf{kr djus okys l æf/kr 0; fDr; ka ; k , d h l æf/kr 'kkyk ds

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fd; k tk; sxA bl l ædk eaf'k{kk rFkk vfnetkfr fodkl foHkkxka }kjk iFkd l svkn'sk tkjh fd; s
tk; sxA

1/5-4 1/2 bl h iZkj] HkwvfHky[k dh ifr; ka dsekeysea Åij l jy Øekad nks ij bñxr l ok i Hkkj jkf'k dk
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fd; k tk; sxA bl l ædk ea iFkd l s jktLo foHkkx }kjk vum'sk tkjh fd; s tk; sxA

1/5-5 1/2 Åij l jy Øekad nks rFkk dñMdk 3 ea bñxr l ok i Hkkj jkf'k; ka ea l s Åij dñMdk 1/5-1 1/2 yxk; r
1/5-4 1/2 ij i ðkDr jkf'k; ka dks NkM+l ok i Hkkj dh 'ksk jkf'k 1/4 t l s , rni 'pkr ^pkbl , tM dk l ok
i Hkkj^ dgk tk; s k 1/2 pkbl , tM }kjk j [kh tk, xh rFkk i ðkDr NkM+h xbZ jkf'k , d h 'kkl dh; mPprj
ek/; fed 'kkyk ; k mPp ek/; fed 'kkyk dh foKku Dyc fuf/k ea l efr y[kk fooj.kh l fgr tek
dh tk; sxh A ftl 'kkyk l s dyDVj vkn'sk }kjk pkbl dlnz dks tkM+vks ; g fd fu; e 15 ds
v/khu dyDVj dh 'kDr; ka dsv/; /khu l æf/kr 'kkyk ds i kpk; Z }kjk i ðkDr foHkk tu fd; k tk; sxA

6- l ok i Hkkj dks NkM+ vU; fofgr i Hkkj ka dks pkbl , tM }kjk , df=r fd; k tkuk&
i ðkDr l ok i Hkkj ea , d s dkbZ dj] 'kq'd i Hkkj] cdk; k vFkok vU; /kujkf'k fof/k ds v/khu l æf/kr
l efr vf/kdkjh@iZkku dk; kZy; dks vkonu djrs l e; ns gksrks pkbl , tM }kjk fofgr i Hkkj ka
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ea , df=r jkf'k; ka 'kkl dh; dkskky; ea dks/Z Qhl eqntad ds , ot ea , df=r uxn ds tek l s
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- 3- egki at; d] mPp U; k; ky;] fcykl ij dh vkg I pukFkA
- 4- ekuuh; e[; ea=h NRrhl x<+'kkl u ds I fpo dh vkg I pukFkA
- 5- ekuuh; ea=h@jkt; ea=h dsfo'kSk I gk; d@fut I fpo@fut I gk; d ¼ eLr½ dh vkg I pukFkA
- 6- mi I fpo] egkf/koDrk dk; k;] NRrhl x<+dh vkg I pukFkA
- 7- egky[kkdkj] NRrhl x<+dh vkg I pukFkA
- 8- e[; I fpo] NRrhl x<+'kkl u ds I a Dr I fpo dh vkg I pukFkA
- 9- v/; {k] jktLo eMy] NRrhl x<+dh vkg I pukFkA
- 10- vij e[; I fpo@ie[k I fpo@I fpo@fo'kSk I fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkg I pukFkA
- 11- vk; Dr] dkSk] y[kk , oa i a ku] NRrhl x<+dh vkg I pukFkA
- 12- vk; Dr] tul Ei d] NRrhl x<+dh vkg I pukFkA
- 13- vij I fpo@I a Dr I fpo@mi I fpo@voj I fpo] NRrhl x<+'kkl u ¼ eLr½ dh vkg I pukFkA
- 14- fu; a=d] 'kkl dh; epz kky;] NRrhl x< } jktukanxkø dh vkg I pukFkA
- 15- foRr foHkx] NRrhl x<+'kkl u dh I eLr 'kk[kkvka dh vkg I pukFkA
- 16- e[; dk; i kyu vf/kdkjh] fpI dh vkg I pukFkZ , oa vko'; d dk; bkgg grA
- 17- foHkxk/; {k] NRrhl x<+'kkl u ¼ eLr½ dh vkg I pukFkA
- 18- dyDVj] NRrhl x<+¼ eLr½ dh vkg I pukFkZ , oa vko'; d dk; bkgg grA
- 19- jkT; I pukfoKku vf/kdkjh] jkT; I pukfoKku dln] NRrhl x<+jkT; bdkbz dh vkg jkT; dh] fpI , oa pkbI dh osI kbV ij i zk'ku grA

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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRY (INFORMATION TECHNOLOGY)
DKS BHAWAN, MANTRALAYA, RAIPUR

No. 13/CA/SIT/CHOĆE

Raipur, dated 27/2/04

ORDER

In exercise of the powers conferred under rule 13(p) of the Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 the procedure as regards registration of births and deaths, maintenance of records ,issue of extract copy (ies)of relevant registers and related matters under the Birth and Death Registration Act, 1969, is prescribed below. The said service has been declared as 'notified service' under rule 5 vide Order No. 817/CA/SIT/2003/Choice dated August, 19th, 2003.

1. On payment of prescribed charges, including service charge, the CHOĆE Agent shall feed into the prescribed computer resource, and in the prescribed manner, the information provided by any person (including the electronic copies of any documents presented by the applicant in support of his application) seeking to avail of any Notified Citizen Service which such Agent is authorised to provide.
2. The information so fed shall be represented in the form of an electronic record which would include a declaration by the applicant as to the correctness of information provided and the genuineness of documents presented in support of his application and his indemnifying the CHOĆE Agent and the Appropriate Authority from liability in the event of the information being found to be false or the document being found to be not genuine or correct.
3. Such electronic record shall be in the nature of an application addressed to the Appropriate Authority through the CHOĆE Agent concerned, and shall be printed out on paper in two copies by such Agent, who shall provide the copies to the applicant.
4. The applicant, after satisfying himself as to the correctness of the documents, shall authenticate the same with his signature or thumb impression on both the copies and shall keep one copy for himself, while handing over the other copy to the CHOĆE Agent, who shall keep it in safe custody and shall provide the same if and whenever called upon to do so by the Competent Authority, the Appropriate Authority or the Collector .
5. The CHOĆE Agent shall affix his digital signatures on the electronic record of the application, coupled with the electronic copies of the documents presented in support thereof, and shall store the same on the prescribed computer resource in the prescribed manner.
6. On storage of the electronic record of the application on the prescribed computer resource, an electronic acknowledgment shall be generated by such resource containing an application reference number with the help of which the applicant may inquire about the status concerning the decision on his application.
7. The CHOĆE Agent shall take a print-out on paper of such acknowledgment and shall give the same to the applicant after affixing his signature and the date in token of the print-out on paper being a true representation of the information contained in the acknowledgment.

8. Appropriate Authority shall cause a print-out on paper of the information contained in aforesaid electronic record of such application to be taken while (i) causing to verify the digital signature of the CHOĆE Agent, and (ii) causing to compare and authenticate the information contained in the paper print-out with that in the verified electronic record.
9. The Appropriate Authority, after such inquiry or calling for reports etc. as it deems fit, shall record its decision in electronic form on the prescribed computer resource in the prescribed manner, whereupon the appropriate document in respect of the service applied for shall be generated as an electronic record by the prescribed computer resource which the Appropriate Authority shall authenticate by affixing its digital signature, and shall store the authenticated electronic record on the prescribed computer resource in the prescribed manner .
10. The Appropriate Authority shall cause a print-out on paper of the electronic record of the aforesaid appropriate document to be taken, shall affix its signature(s) thereon with date, and shall cause it to be included in the record relating to the application.
11. The acknowledgment. generated at the time of submitting the application shall ordinarily indicate the date on which, or the period after which, the decision on the application and the aforesaid appropriate document would ordinarily be available on the prescribed computer resource as an electronic record.
12. Upon decision on his application, the applicant may approach the CHOĆE Agent, who shall take a print-out on paper in the prescribed manner from the prescribed computer resource the aforesaid appropriate document in electronic form duly authenticated by the digital signature of the Appropriate Authority.
13. Nothing in clauses (2) to (5) or in clauses (8) to (12) shall apply in cases of Notified Citizen Services where the information or document sought by the applicant is already available to the CHOĆE Agent on the prescribed computer resource duly authenticated by the digital signature of the Appropriate Authority, and, in such cases, the CHOĆE Agent shall proceed to print-out on paper in the prescribed manner the desired information or document available on the prescribed computer resource in electronic form.
14. The CHOĆE Agent shall affix his signature with date on each page of the document so printed out in token of certification to the effect that the electronic record of the aforesaid appropriate document had been verified by him to have been authenticated by the digital signature of the Appropriate Authority and that the document represents the information contained in such electronic record, and shall provide the document so signed to the applicant.
15. Nothing contained in this order shall affect the existing system of registration of births and deaths or issue of extract copies thereof.

Sd /-
SUNIL KUMAR
COMPETANT AUTHORITY
Raipur, dated 28/2/04

End. No. 14/OSD/IT/CHOĆE

Copy to

1. Additional Chief Secretary, Government of Chhattisgarh, Finance and planning for information.

2. Director, Economics and Statistics, Chhattisgarh for information.
3. Collector District Raipur for information and necessary action.
4. Chief Executive Officer, CHPS for information and necessary action.
5. Commissioner, Municipal Corporation Raipur for information and necessary action.

Sd /-
N K SAKI
OFFICER ON SPECIAL DUTY
INFORMATION TECHNOLOGY

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- 1- i kf/kdr ukxfjd l ok d½nz }kjk mi yC/k djkbz tk jgh l ok i klr djus ds bPNqð fdl h Hkh 0; fDr }kjk fu/kkZjr 'kq'd ftl eal ok 'kq'd l fEefyr gð dsHkqrku ij , d s0; fDr }kjk i nÝk l þuk ftl ea vkond }kjk vius vkonu dh i fV ea i Lrqr fdlgh byÐVMMUd nLrkostka dh i frfyfi Hkh 'kkfey gð dks fofgr dEI; Wj l d k/ku ea fofgr jhfr }kjk vfhkyf[kr djskA
- 2- mDr izkj l sifo"V l þuk byÐVMMUd vfhky[k ds: i eagkxh ftl ea vkond }kjk inku dh xbZ l þuk dh l R; rk rFkk vkonu dh i fV ea i Lrqr nLrkostka dh l R; rk rFkk foj .k l gh ugha ik; s tkus dh n'kk ea i kf/kdr ukxfjd l ok , t½ rFkk l eþpr i kf/kdkjh ds fo#) mnHkur nkf; Roka dh i fri firZ fd; s tkus l ædkh ?kksk .kk l fEefyr gksxA
- 3- , d k byÐVMMUd vfhky[k i kf/kdr ukxfjd l ok , t½ dsek/; e l sl eþpr i kf/kdkjh dks l æk/kr vkonu ds: i eagkxk rFkk , d s , t½ }kjk nks i fr; ka ea Nki k tk; s k ftl dh i fr; ka vkond dks nh tk; sxA
- 4- vkond Loa nLrkostka ds l gh gks l sl lrtV gks ij mu ij vius gLrk{kj djsk vFkok vaxBs dk fu'kku yxkdj , d i fr Loa j [ksk rFkk n½ jh i fr i kf/kdr ukxfjd l ok , t½ dksnsk ftl ds }kjk ml sl g f[kr j [krsgg l {ke i kf/kdkjh] l eþpr i f/kdkjh vFkok dyÐVj }kjk funf'kr fd; s tkus ij mi yC/k dj k; k tk; sxA
- 5- i kf/kdr ukxfjd l ok , t½ byÐVMMUd vkonu rFkk i fV ea i Lrqr nLrkostka dh i fr ij vius fMftVy gLrk{kj djsk rFkk mUga fofgr dEI; Wj l d /kku ea fofgr fof/k }kjk vadr djskA
- 6- vkonu i = dk byÐVMMUd vfhky[k fofgr dEI; Wj l d k/ku ea i fo"V djus ds i 'pkr- vkonu ds l UnHkZ Øekad l fgr byÐVMMUd vfhkLohdfr rš kj dh tk; s h ftl dh l gk; rk l s vkond vius vkonu ij fu.kZ ds l ædk ea l Fkfr Kkr dj l dsxA
- 7- i kf/kdr ukxfjd l ok , t½ }kjk , d h vfhkLohdfr dh Nki ydj vfhkLohdfr eafn; s x; s foj .k dh l R; rk dh i fV ds: i ea gLrk{kj rFkk frfFk vadr dj vkond dksnskA
- 8- l eþpr i kf/kdkjh }kjk mi ; þr vkonu ds byÐVMMUd vfhky[k dk Nki ydj ¼½ i kf/kdr ukxfjd l ok , t½ ds fMftVy gLrk{kj dh i fV] rFkk ½½ byÐVMMUd vfhky[k dk feyku Nki l sdj ml s l R; kfi r djus dh 0; oLFkk djskA
- 9- l eþpr i kf/kdkjh , d h tkp djus vFkok i fronu vkfn i klr djus ds i 'pkr] tš k fd mfpr l e>k tk; svi usfu.kZ dks fofgr dEI; Wj l d k/ku ea fofgr jhfr l svfhkyf[kr djsk ftl l sokaNr l ok l sl æf/kr nLrkost byÐVMMUd vfhky[k ds: i ea fofgr dEI; Wj l d k/ku ea mnHkur-gksk ftl dh

- i f'V l eþpr i kf/kdkjh }kjk fMftVy gLrk{kj }kjk dh tk; sxh rFkk ftl s vf/kdr byÐVRLud
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- 10- l eþpr i kf/kdkjh mi; Þr byÐVRLud vfHky[k dk Nki yd j frfFk l fgr gLrk{kj vi dr dj
 vkonu l s l a/kr vfHky[k ea l yXu djsxkA
- 11- vkonu l Rr djrs l e; mRi lu gkusokyh vfHkLohdfr ea l keku; r; k og frfFk vFkok vof/k n'kkbz
 tk; sxh ftl dsi 'pkr-vkonu ij fu.kz; rFkk mi; Þr mfpr nLrkost fofgr dEI; Wj l a k/ku ij
 byÐVRLud vfHky[k ds: i eami yC/k gkskA
- 12- vkonu ij fu.kz; dsi 'pkr-vkonu i kf/kdr ukxfjd l ok , tV l s l Ei dZdjsxk ftl ds }kjk fofgr
 fof/k }kjk fofgr dEI; Wj l a k/ku l smi; Þr l d ær nLrkost ij l eþpr i kf/kdkjh ds fMftVy
 gLrk{kj }kjk l R; kfi r byÐVRLud vfHky[k dh dkxt ij Nki yskA
- 13- dMdk 2 l s 5 rFkk 8 l s 12 eafufgr dkbZ funðk ml n'kk ea ykxw ugha gks tcfv vkonu }kjk
 okN r l puk ; k nLrkost l eþpr i kf/kdkjh ds fMftVy gLrk{kj }kjk l R; kfi r i mZ l s gh fofgr
 dEI; Wj l a k/ku ij mi yC/k gsrFkk , s idj.k ea i kf/kdr ukxfjd l ok , tV fofgr i fØ; k }kjk
 mi yC/k byÐVRLud vfHky[k dh Nki yskA
- 14- ukxfjd l ok , tV nLrkost dsi R; d i 'B ij l eþpr i kf/kdkjh ds fMftVy gLrk{kj }kjk l R; kfi r
 byÐVRLud vfHky[k ea fufgr foj.k dh l gh Nki gkus ds i æk.khdj.k ds: i ea frfFk l fgr
 gLrk{kj djsxk rFkk bl idkj l s gLrk{kj r nLrkost vkonu dks inku djsxkA
- 15- bl vknsk eafufgr dkbZ funðk tle , oa er; q ds i ath; u rFkk m) j.k i fr inku fd; s tkus dh
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- 1- vij e[; l fpo] NRrh l x<+'kkl u] foRr , oa; kst uk dh vj l pukFkA
- 2- l pkyd] vkfFkd , oa l k[; dh l pkyuky; NRrh l x<+dh vj l pukFkA
- 3- dyDVj] ftyk jk; i j NRrh l x< dh vj l pukFkZ , oa vko'; d dk; bkgh grA
- 4- e[; dk; i kyu vf/kdkjh] fp l dh vj l pukFkZ , oa vko'; d dk; bkgh grA
- 5- vk; Þr] uxj fuxe] jk; i j dh vj l pukFkZ , oa vko'; d dk; bkgh grA

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GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INDUSTRY (INFORMATION TECHNOLOGY)
DKS BHAWAN, MANTRALAYA, RAIPUR

No. 15/CA/SIT/CHO/CE

Raipur, dated 27/2/04

ORDER

In exercise of the powers conferred under Chhattisgarh Citizens Service (Electronic Governance) Rules, 2003 the following procedure is hereby prescribed under Rule 4 (g).

1. After appointment and execution of the prescribed agreement with the Collector, every Authorised Citizen Services Agent will install necessary infrastructure as prescribed vide Order no. 815/CA/SIT/2003/CHO/CE Raipur, dated 19th August 2003 and intimate the Collector in writing.
2. After having been satisfied as to the availability of the prescribed infrastructure and suitability and location of the CHO/CE Centre the Collector may permit in writing such Authorised Citizen Services Agent in writing to commence function as Authorised Citizen Services Agent and to log on to the prescribed computer resource.
3. Copies of the permission granted as above shall be forwarded to the Competent Authority, CHO/CE implementing agency (CH/PS), all the respective Principal offices on whose behalf related to the Notified Citizen Services being offered by the Authorised Citizen Services Agent.

Sd /-
SUNIL KUMAR
Competant Authority

End. No. 16/OSD/IT/CHO/CE
Copy to

Raipur, dated 28/2/04

1. Collector (All District) Chhattisgarh for information and necessary action.
2. Chief Executive Officer, CH/PS for information and necessary action.

Sd /-
N K SAKI
OSD
Information Technology

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DIRECTORATE OF INSTITUTIONAL FINANCE

Mantralaya , D.K.S. Bhavan, Raipur

No. /DIF/2004/CHI/PS

Ripur, Dated :

To,

Deputy General Managre
State Bank of India
Raipur
cum Convenor
State Level Banker's Committee
Chhattisgarh
Raipur

Government of Chhattisgarh has launched an ambitious project of e-Governance to provide Citizen Services through notified Citizen Service. These Centers are authorised to issue various Certificates as well as copies of certain official records such as patwaeri records, maps etc.

As you may be already aware Information Technology Act-2000 has been brought into force from 17-10-2000. Section 4 of the Act provides for legal recognition of electronic records where any information or matter is required to be in writing or printed form. Section 5 of the Act provides for legal recognition of digital signatures.

Government of Chhattisgarh has notified Chhattisgarh Citizen Service (Electronic Governance) Rules 2003 authorizing issue of Birth and Death Certificate by duly appointed Citizen Service Agents.

It has been brought to notice a death certificate issued regarding Late Shri Bharatlal Srivastava was not accepted by the Shanti Nagar Branch of S.B.I. The concerned official expressed that they are not aware of the process/legal status of such Certificates.

Therefore the matter is clarified as above. Extract copies of the relevant sections 4 & 5 of the Information Technology Act 2000 and Chhattisgarh Citizen Service (Electronic Governance) Rules 2003 are attached for ready reference.

In view of the above, it appears necessary to issue suitable instructions to all concerned banks in this regard so that any inconvenience is caused to the beneficiaries or Citizens.

It is also requested that action taken in this regard be communicated at an early date.

Attachments- As above

Sd/-
AMIT AGRAWAL
DIRECTOR
INSTITUTIONAL FINANCE

Copy to

D.No. 50/Dt. 19-12-2004

1. Principal Secretary, Government of Chhattisgarh, Information Technology for information.
2. Chief Executive Officer, - CHips, Raipur for information .
3. Collector (All)-----for information and necessary acition.

Sd/-
AMITAGRAWAL
DIRECTOR
INSTITUTIONAL FINANCE

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(ELECTRONIC GOVERNANCE)

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rd , d h fof/k ea varfoZV fdl h ckr ds gksrsgq Hkh , d h vi\$kk; al arkkin l e>h tk; xh] ; fn , d h l puk ; k vU; fo" k; %ekey%&

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vf/kfu; e dh /kkj 5 dh " fMftVy gLrk{kjka dh fof/kd eku; rk" ds ckjseai to/ku fd; k x; k g\$ bl ds vuq kj & tgka dkbz fof/k ; g mi cfi/kr djrh gksfd byDVWud vfhkys[k ; k vU; fo" k; %ekey%&

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¼2½ dkbz nLrkost gLrkj f{kr fd; s tk; x[vFkok

1. **4. Legal recognition of electronic records-** Where any law provides that information or any other matter shall be in writing or the typewritten or printed form, then notwithstanding anything contained in such law, such requirement shall be deemed to have been satisfied if such information or matter is-

- (a) rendered or made available in an electronic form; and
- (b) accessible so as to be usable for a subsequent reference.

2. **5. Legal recognition of digital signatures-** Where any law provides that information or any other matter shall be authenticated by affixing the signature or any document shall be signed or bear the signature of any person then, notwithstanding anything contained in such law, such requirement shall be deemed to have been satisfied, if such information or matter is authenticated by means of digital signature affixed in such manner as may be prescribed by the Central Government .

Explanation- For the purposes of this section " signed ", with its grammatical variations and cognate expressions, shall with reference to a person mean affixing of his handwritten signature or any mark or any document and the expression " signature" shall be construed accordingly.

I p u k i t s i k s x d h d k u u

(iii) ml ij fdl h 0; fDr ds gLrk{kj} gkuk vi s{kr} gS

rc ml fof/k eafdl h ckr ds gkrs gq Hkh , d h vi s{kk; a l arkskin l e>h tk; sch; fn , d h l p u k ; k fof" k; %ekey d bnh; l jdkj }kjk fofgr jhfr l s fMftVy gLrk{kj} }kjk i ekf. kr fd; s x; s gS

bl h /kkjk es 'kcn "gLrk{kj}" dks Hkh Li "V fd; }x; k gS 'kcn "gLrk{kj}" l svfhki k; fdl h C; fDr ds "gLrfyf[kr gLrk{kj}" vFkok fdl h "fplg" l s gS vks bl dk vFkkZo; u Hkh rnu: i fd; k tk; s x- l jdkj vks bl ds vfhkdj .kka ea byDVfud vfhkys[k vks fMftVy gLrk{kj} dk iz kx&

/kkjk 6 l jdkj vks bl ds vfhkdj .kka % t s l ; kka ea byDVfud vfhkys[kka , d fMftVy gLrk{kj} ka ds iz kx ds ckjs ea mi ca k djrh gS

bl ds vuq kj& tgka dkbZ fof/k &

1/2 d h Qke] vkonu vFkok fdl h vl; vLrkost ds fdl h dk; k y;] i kf/kdkjh] fudk; vFkok l epr l jdkj }kjk fu; i=r ; k Hkfr fdl h vfhkdj .k ea fofgr jhfr l snkf[ky] djus

1/4 k 1/2 fdl h Hkh uke l s i pkjs tkusoky} fofufnZV jhfr ea tkjh vFkok vuqyk vuqftr] ijfeV] Lohfr vFkok vuqknu dsfy, -

1/4 x 1/2 fofufnZV jhfr ea/ku ds l nk; vFkok i ktr dsfy,] mi ca/kr gS ; gkar l e; i dYk fdl h fof/k es fdl h ckr ds gkrs gq Hkh , d h vi s{kk; da l arkskin l e>h tk; sch tc , d snkf; Ro fd; k tkuk] tkjh vFkok i ktr fd; k tkuk l epr l jdkj }kjk fofgr fd; tkusoky byDVfud Lo: i }kjk i kkrfor gkrk gS

l kFk gh mi /kkjk 1/2 ea ; g Hkh 0; oLFk dh xbZ gS fd mi /kkjk 1/4 ds iz kst ukFk l epr l jdkj fu; eks }kjk fuEukfdr ds ckjs ea mi ca/kr dj l dach&

1/2 d h jhfr vks vkdkj ft l ea , d s byDVfud vfhkys[k nkf[ky] l ftr , d tkjh fd; s tk l dach

1/4 k 1/2 [k. M 1/2 ds v/khu fdl h byDVfud vfhkys[k ds nkf[ky] l ftr ; k tkjh fd; k tkus ds fy, 'k d vFkok Hkjk ds l nk; dh jhfr ; k i }fr-

1. **6. Use of electronic records and digital signature in Government and its agencies -(1)**

Where any law provides for-

- (a) the filling of any form application or any other document with any office, authority, body or agency owned or controlled by the appropriate Government a particular manner.
- (b) the issue or grant any license, permit, sanction or approval by whatever name called in a particular manner.
- (c) the receipt or payment money in a particular manner.

than, notwithstanding anything contained in any other law for the time force such requirement shall be deemed to be satisfied if such filling grant, receipt or payment as the case may be , is effected by means of such electronic as may be prescribed by the appropriate Government.

- (2) the appropriate Government may, for the purposes of sub-section(1), by rules prescribe-
 - (a) the manner and format in which such electronic records shall be filed, created or issued:
 - (b) the manner or method of payment of fee or charges for any fee or charges for filing, creation or issue any electronic record under CI.(a)

GOVERNMENT OF CHHATTISGARH
DEPARTMENT OF INFORMATION TECHNOLOGY &
BIOTECHNOLOGY
DKS BHAWAN, MANTRALAY, RAIPUR

No. 198 /A.C.S./ I.T./B.T./ 2006/CHO/CE

RAIPUR, Dt.13 / 07/ 2006

:: ORDER ::

In exercise of the powers conferred by rule 5 of the Chhattisgarh Citizen Service (Electronic Governance) Rules 2003, the following services are hereby declared as notified Citizen Services.-

- 1) BPL Certificate Printing
- 2) BPL Survey Data Entry
- 3) No Objection Certificate for Nazul land
- 4) Public Grievance (RMC)
- 5) Public Grievance (Collectorate)
- 6) Issue of New Ration Card
- 7) Duplicate Ration Card
- 8) Surrender of Ration Card
- 9) Alteration of Ration Card
- 10) No Objection Certificate for Explosive Items Storage License
- 11) No Objection Certificate for Kerosene, Storage License
- 12) No Objection Certificate for Petrol, Diesel Storage License
- 13) No Objection Certificate of Dangerous & Offensive Trade
- 14) No Objection Certificate of RDA Electric Connection
- 15) Data Entry for Lease of Nazul Land
- 16) Renewal lease of Nazul Land
- 17) Name Transfer of Nazul Land
- 18) Allotment of RMC Shop
- 19) Renewal RMC Shop
- 20) Name Transfer of RMC Shop
- 21) Application for water tap connection private
- 22) Issue Arms License
- 23) Arms License Renewal
- 24) Issue Gumasta License
- 25) Renewal of Gumasta License
- 26) Nakal of a document
- 27) No Dues Certificate

- 28) Receive Payment for Property Tax
- 29) Name Transfer of Property
- 30) Information of Missing persons
- 31) Information of Unidentified Bodies
- 32) Information of Missing vehicles
- 33) First Information Report (FIR)
- 34) CHO/CE Agent Registration
- 35) E- Payment Seva Electricity Bill Payment
- 36) E-Payment Seva Telephone Bill Payment
- 37) Cancellation or surrender of Gumosta License
- 38) Duplicate Gumosta License
- 39) Alteration of Gumosta License
- 40) NOC for building construction permission
- 41) Name transfer for property and building
- 42) New building plan approval
- 43) Extension to building plan approval
- 44) Alteration of building plan approval
- 45) Application related to intimation of commencement of building construction
- 46) Application related to intimation of occupancy of building construction
- 47) Application for time extension of building construction
- 48) Application for Duplicate building plan
- 49) Grant permission to develop land
- 50) Rajya Bimari Sahayta Nidhi
- 51) Gratuitous Relief
- 52) Akasmikata Yojana
- 53) Inter Cast Marriage
- 54) Rahat Yojana
- 55) Indira Awas Yojana
- 56) Pradhan Mantri Rojgar Yajana
- 57) Swaran Jayanti Gram Swarojagar Yojana
- 58) Credit Cum Subsidy for rural housing
- 59) Girl child Benefit Scheme
- 60) Maternity Benefit Scheme
- 61) Rashtriya Parivar Sahayta Yojana
- 62) Rashtriya Vriddhavasta pension Yojana
- 63) Samajik Suraksha Pension Yojana
- 64) Registration of Plumber- New
- 65) Registration of Plumber – Renewal
- 66) Registration of Architect – New

- 67) Registration of Architect – Renewal
- 68) Registration of Advertising Agency – New
- 69) Registration of Advertising Agency – Renewal
- 70) Registration of Colonizer - New
- 71) Registration of Colonizer – Renewal
- 72) Rickshaw Ownership Registration
- 73) Issue Rickshaw Driving License
- 74) Renewal of Rickshaw License
- 75) Duplicate Rickshaw License
- 76) Data Entry and uploading s/w for Birth Registration
- 77) Data Conversion from Arjun font an uploading s/w for BPL
- 78) Health – ward wise workers information
- 79) Health – Services
- 80) Health – vehicular route chart
- 81) GAD – establishment register of employees
- 82) GAD – Monthly salary voucher
- 83) GAD – department wise establishment information
- 84) GAD – house allotment of Govt. employees
- 85) GAD – departmental enquiries under consideration
- 86) PWD - Monthly Report for Head Office – (Non- plan Grant and Expenditure for Establishment)
- 87) PWD – Monthly Report for zone Office – (Non- plan Grant and Expenditure for Establishment)
- 88) PWD – Monthly Report for Circle Office – (Non – plan Grant and Expenditure for Grant Establishment)
- 89) PWD – Monthly Report for Execution – (Non- plan Grant and Expenditure for Establishment)
- 90) PWD – Monthly Report for zone Office – (Plan Grant and Expenditure for Establishment)
- 91) PWD – Monthly Report for Circle Office – (Plan Grant and Expenditure for Establishment)
- 92) PWD – Monthly Report for Execution – (Plan Grant and Expenditure for Establishment)
- 93) PWD – Quarterly Report for Head Office – (Non plan Grant and Expenditure for Establishment)
- 94) PWD – Quarterly Report for zone Office – (Non plan Grant and Expenditure for Establishment)
- 95) PWD – Quarterly Report for Circle Office – (Non plan Grant and Expenditure for Establishment)
- 96) PWD – Quarterly Report for Execution – (Non – plan Grant and Expenditure for Establishment)
- 97) PWD – Quarterly Report for zone Office – (Plan Grant and Expenditure for Establishment)
- 98) PWD – Quarterly Report for Circle Office – (Plan Grant and Expenditure for Establishment)
- 99) PWD – Quarterly Report for Execution – (Plan Grant and Expenditure for Establishment)
- 100) PWD – Monthly Report for Division Office – Grant and Expenditure for work
- 101) PWD – Budget Report for Zone Office – Grant and Expenditure for work
- 102) PWD – Budget Report for Section Office – Grant and Expenditure for work
- 103) PWD – Budget Report for State (Format 1,2,&3) – Grant and Expenditure for work
- 104) PWD – Court Cases for Development Work

- 105) PWD – Court Cases for Establishment Work
- 106) PWD – List of all registered contractors class wise
- 107) PWD – percentage Budget Report of Grant and Expenditure for work
- 108) Water supply – detailed information regarding power/ hand pump
- 109) Water supply – information regarding damaged power/hand pump
- 110) Water supply – works done under different categories
- 111) Water supply – information regarding filter plants, intake wells and associated plans
- 112) Water supply – available fund in different categories and their expenditure
- 113) Electricity – information regarding electricity poles at different wards
- 114) Electricity – ward wise expenditure – new poles
- 115) Electricity – allocation budget – for department and expenses
- 116) Education – Employee post Setup
- 117) Education – Employee Seniority and promotion List
- 118) Education – Student Enrolment Details (Govt. /Education Dept.)
- 119) Education -Student Enrolment Details (Govt. /Tribal Dept.)
- 120) Education – Student Enrolment Details (Granted School)
- 121) Education – Student Enrolment Details (Non-Granted School)
- 122) Education – Student Enrolment Details (Local Body School)
- 123) Education – Student Enrolment Details (Others)
- 124) Education – Student Numerical Data Details District – wise, Block – wise, Category – wise (Primary School)
- 125) Education- Student Numerical Data Details District – wise, Block- wise, Category – wise (Middle/ High/Higher Secondary School)
- 126) Education – School Particular Details
- 127) Education – School Student Details Enrolment
- 128) Education – Education School Result of Board Examination
- 129) Education – MDM (Mid Day Meal) plan
- 130) Education – FTB (Free Text Book) plan
- 131) Education – CSSY (Chhattisgarh Suchana Shakti Yojana)
- 132) Education – Class Project (Computer Literacy)

By order and in the name of Governor of Chhattisgarh

Sd/-

(Shivraj Singh)

Additional Chief Secretary,
Government of Chhattisgarh,
(Information Technology) and
Competent Authority.

Copy forwarded to:

1. Secretary to the Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information
4. Secretary to the Chief Minister, Government of Chhattisgarh - for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
8. Accountant General, Chhattisgarh - for information.
9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.
13. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
14. Controller, Government Printing Press, Rajnandgaon – for Publication in extra ordinary gazette .
15. CEO, CHIPS – for information and necessary action.
16. Collectors, Chhattisgarh (all) – for information and necessary action.
17. Heads of Departments, Government of Chhattisgarh (all) – for information.
18. State Informatics Officer, NIC, Chhattisgarh State Unit for web Publication on the websites of Chhattisgarh, CHĀS and CHOĆE.
19. Sections of Finance Department, Government of Chhattisgarh (all) – for information.

Sd/-
(Shivraj Singh)
Additional Chief Secretary,
Government of Chhattisgarh,
(Information Technology) and
Competent Authority.

NRrhl x<+ 'kkl u
 I puk i kſ kſxdh , oa tſ i kſ kſxdh foHkx
 nkÅ dY; k.k fl g Hkou] ea=ky;] jk; i j

Ø0 198@v-eql -@l wi kſ@tſi kſ@2006@pkM7

jk; i j] fnukd 13@07@2006

% vknſk %

NRrhl x<+ukxfjd I ōk ½byDVRLud vf/k'kkl u½ fu; e] 2003 dsfu; e 5 }kjk inRr
 'kſDr; kſdk mi ; kſ djrsqg fuEufyf[kr I ōk, a, rn-}kjk vf/kl ſpr ukxfjd I ōk, a?kſ"kr dh
 tkrh g&

- 1) ch-i h, y- i ek.k&i = epzk
- 2) ch-i h, y- MKVk , UVh ½MKVk I æg.k½
- 3) utwy Hkſie dsfy; svuki fſk i ek.k&i = tkjh djuk
- 4) tu f'kdk; r fuokj.k ½uxj fuxe jk; i j½
- 5) tu f'kdk; r fuokj.k ½dyDVkj½½
- 6) jk'ku dkmZ tkjh djuk
- 7) jk'ku dkmZ i frfyfi
- 8) jk'ku dkmZ dk I eiZk
- 9) jk'ku dkmZ ea ifjorZ@l ſkſj djuk
- 10) foLQk/d inkFkZ Hkſ/kj.k vuki fRr i ek.k&i = gſqvkonu
- 11) djkd hu Hkſ/kj.k vuki fRr i ek.k&i = gſqvkonu
- 12) i ſ/ſy]Mhty Hkſ/kj.k vuki fRr i ek.k&i = gſqvkonu
- 13) [krjukd m | kſ yxkus gſqvuki fRr i ek.k&i = tkjh djuk
- 14) fo | r duſ'ku gſqvuki fRr i ek.k&i = tkjh djuk
- 15) utwy Hkſie ds i VVs dsfy; s i jkuk MKVk I æg.k
- 16) utwy Hkſie ds i VVs dk uohuhdj.k
- 17) utwy Hkſie ds i VVs dk ukekUrj.k
- 18) uxj fuxe jk; i j ds nſpkuka dk vkç/u

- 19) uxj fuxe jk; ij ds vkæfvR nðkuka dk uohuhdj.k
- 20) uxj fuxe jk; ij ds vkæfvR nðku dk vf/ki R; gLrkUvj.k
- 21) u; k uy duð'ku grqvkonu i =
- 22) ubz vk; ðk vuKflr
- 23) vk; ðk vuKflr uohuhdj.k
- 24) xæLrk ykb7 8l
- 25) xæLrk ykb7 8l dk uohuhdj.k
- 26) nLrkost Ukdy i klr djuk
- 27) cdk; k ugh i æ.k.k i = 1/2 k; ij fodkl i kf/kdj.k 1/2
- 28) l Ei fRr dj i klr djuk
- 29) l Ei fRr ukekarj.k
- 30) xæ'kpk 0; fDr dh tkudkjh
- 31) vKkr 'ko dh tkudkjh
- 32) vKkr okgu dh tkudkjh
- 33) i Eke l puk fj i ksZ
- 34) pkb7 , tV dk i ath; u
- 35) b&i æV l ok&fo | r fcy Hkærkku
- 36) b&i æV l ok&VsyhQku fcy Hkærkku
- 37) xæLrk ykb7 8l fujLr djuk
- 38) MtyhdV xæLrk ykb7 8l tkjh djuk
- 39) xæLrk ykb7 8l ea ifjorZu
- 40) Hkou fuekZk dh vuæfr grqvuki fRr i æ.k.k&i = tkjh djuk
- 41) Hkou , oa l Ei fRr grqukekarj.k i æ.k.k&i =
- 42) u; k Hkou fuekZk vuKk
- 43) Hkou fuekZk vuKk dk foLrkj
- 44) Hkou fuekZk vuKk ea l ðkkj
- 45) Hkou fuekZk vkjHk djus dh l puk l æakh vkonu
- 46) Hkou ea fuokl djus l æakh l puk l æakh vkonu
- 47) Hkou fuekZk ds l e; &l hek es of) grqvkonu i =
- 48) Hkou fuekZk vuKk dh i frfyfi
- 49) Hkæie fodkl dh vuæfr

- 50) jkT; chekj h l gk; rk fuf/k
- 51) fu%kŷd jkgr
- 52) vkdfLedrk ; kst uk
- 53) vrtkzh; fookg
- 54) jkgr ; kst uk
- 55) bñjnk vkokl ; kst uk
- 56) izkkuea=h jkst xkj ; kst uk
- 57) Lo.kz t; rh xte Lojkst xkj ; kst uk
- 58) xkeh.k vkokl grq dj eaNW
- 59) ckfydk l ef) ; kst uk
- 60) jk"Vh; ekrRo l gk; rk ; kst uk
- 61) jk"Vh; ifjokj l gk; rk ; kst uk
- 62) jk"Vh; o}kolLFk i ð ku ; kst uk
- 63) l kekftd l ĵ {kk i ð ku ; kst uk
- 64) uydj dk i ath; u
- 65) uydj i ath; u dk uohudj .k
- 66) vkfdVðV dk i ath; u
- 67) vkfdVðV ds i ath; u dk uohudj .k
- 68) foKki u , tðl h dk i ath; u
- 69) foKki u , tðl h dk i ath; u dk uohudj .k
- 70) dkykukbztj dk i ath; u
- 71) dkykukbztj ds i ath; u dk uohudj .k
- 72) fjD'kk ekfyd dk i ath; u
- 73) fjD'kk pkyd vuKflr
- 74) fjD'kk pkyd vuKflr dk uohudj .k
- 75) fjD'kk pkyd vuKflr dh ifrfyi
- 76) tle i ek.k&i = ij kuk MKV k dk l xg.k
- 77) ch-i h, y- ij kus MKV k dk QkðV cnyuk
- 78) okMðkj depkfj; ka dh tkudkj h j [kuk ¼LokLF; foHkkx½
- 79) LokLF; l ðk, a ¼LokLF; foHkkx½
- 80) flogdy #V pKVZ j [kuk ¼LokLF; foHkkx½

- 81) I kekl; i z kkl u foHkkx ds deþkfj; ka dh LFkki uk i ath; u dk I ákkj.k
- 82) I kekl; i z kkl u foHkkx ekfl d oru i=d
- 83) foHkkxokj LFkki uk dh tkudkj h
- 84) 'kkl dh; deþkfj; ka dksedku vkæ/u
- 85) foHkkxh; tkp dh tkudkj h
- 86) iæq{k dk; kÿ; & LFkki uk vk; kstuRrj vk; 0; ; dh ekfl d fj i k s/Z
- 87) i fj {ks= dk; kÿ; & LFkki uk vk; kstuRrj vk; 0; ; dh ekfl d fj i k s/Z
- 88) e.My dk; kÿ; & LFkki uk vk; kstuRrj vk; 0; ; dh ekfl d fj i k s/Z
- 89) I Hkkx dk; kÿ; & LFkki uk vk; kstuRrj vk; 0; ; dh ekfl d fj i k s/Z
- 90) i fj {ks= dk; kÿ; & LFkki uk vk; kst uk vk; 0; ; dh ekfl d fj i k s/Z
- 91) e.My dk; kÿ; & LFkki uk vk; kst uk vk; 0; ; dh ekfl d fj i k s/Z
- 92) I Hkkx dk; kÿ; & LFkki uk vk; kst uk vk; 0; ; dh ekfl d fj i k s/Z
- 93) iæq{k dk; kÿ; & LFkki uk vk; kstuRrj vk; &0; ; dh frekgh fj i k s/Z
- 94) i fj {ks= dk; kÿ; & LFkki uk vk; kstuRrj vk; &0; ; dh frekgh fj i k s/Z
- 95) eMy dk; kÿ; & LFkki uk vk; kstuRrj vk; &0; ; dh frekgh fj i k s/Z
- 96) I Hkkx dk; kÿ; & LFkki uk vk; kstuRrj vk; &0; ; dh frekgh fj i k s/Z
- 97) i fj {ks= dk; kÿ; & LFkki uk vk; kst uk vk; &0; ; dh frekgh fj i k s/Z
- 98) e.My dk; kÿ; & LFkki uk vk; kst uk vk; &0; ; dh frekgh fj i k s/Z
- 99) I Hkkx dk; kÿ; & LFkki uk vk; kst uk vk; &0; ; dh frekgh fj i k s/Z
- 100) I Hkkxh; dk; kÿ; & LFkki uk vk; kst uk vk; &0; ; dh ekfl d fj i k s/Z
- 101) i fj {ks= dk; kÿ; & vk; kst uk vk; &0; ; dh ctV fj i k s/Z
- 102) I D'ku dk; kÿ; & vk; kst uk vk; &0; ; dh ctV fj i k s/Z
- 103) iæq{k vfHk; Urk dk; kÿ; dh vk; &0; ; i=d ¼ i = 1]2 vk s 3½
- 104) U; k; ky; hu iædj.k ¼ dk; Z I Ecu/kh½
- 105) U; k; ky; hu iædj.k ¼ LFkki uk I Ecu/kh½
- 106) i athr Bdrnkj ka dh I ph ¼ Jskh ds vk/kkj i j ½
- 107) Ikr'kr ctV fj i k s/Z iæq{k vfHk; Urk dk; kÿ; dk vkæVu , oa0; ; dk ifr'kr i=d
- 108) gSM iEi , oafo | r iEi ka dh tkudkj h dk I ákkj.k
- 109) fcxMs-gg gSM iEi , oafo | r iEi ka dh tkudkj h dk I ákkj.k
- 110) foHkklu Jskh ds dk; Z dh tkudkj h dk I ákkj.k
- 111) fQYVj lykUV] buVd dñ , oa mudh ; kst uk I s I æf/kr tkudkj h dk I ákkj.k

- 112) foHkUu enka ea iklr jkf'k , oa muds 0; ; dh tkudkj h
- 113) foHkUu okMkz fo | q [ka:ka dh tkudkj h j [kuk
- 114) okMz kj u; sfo | q [ka:ka dh tkudkj h j [kuk
- 115) fo | q foHkx ds foHkUu enka ea iklr jkf'k , oa mukds 0; ; dh tkudkj h
- 116) f'k{k foHkx ds deþkj h i k.V l v/vi
- 117) f'k{k foHkx ds deþkj ; ka ds ofj "Brk , oa inkstuf r l æf/kr tkudkj h
- 118) f'k{k foHkx ds fo | kfkz ka ds ukekadu dh tkudkj h ¼ kkl dh; @f'k{k foHkx ½
- 119) f'k{k foHkx ds fo | kfkz ka ds ukekadu dh tkudkj h ¼ k0@vk0tk0d0fo0½
- 120) f'k{k foHkx ds fo | kfkz ka ds ukekadu dh tkudkj h ¼ vupku iklr f'k{k.k Lka.Fkk½
- 121) f'k{k foHkx ds fo | kfkz ka ds ukekadu dh tkudkj h ¼ s vupku iklr f'k{k.k Lka.Fkk½
- 122) f'k{k foHkx ds fo | kfkz ka ds ukekadu dh tkudkj h ¼ Fkkuh; f'k{k.k l a.Fkk½
- 123) f'k{k foHkx ds fo | kfkz ka ds ukekadu dh tkudkj h ¼ U; Lka.Fkk, æ
- 124) i kbzjh Ldny ds Nk=ka l s l æf/kr tkudkj h ¼ tyk] fodkl [k.M Jskh ds vk/kkj ij½
- 125) fefMy Ldny] gkbLdny , oagk; j l ds Mjh Ldny ds Nk=ka l s l æf/kr tkudkj h ¼ tyk] fodkl [k.M Jskh ds vk/kkj ij½
- 126) Ldny l s l æf/kr tkudkj h
- 127) Ldny ea ukekadr Nk=ka dh tkudkj h
- 128) ck&Z dk ij h{k i fj.kke
- 129) e/; kljg Hkktu ; kstuk
- 130) eq|r i qrd ; kstuk
- 131) NRrhl x<+l puk 'kfDr ; kstuk
- 132) Dykl i kstDV ¼ dEI; vj l k{kj rk½

NRrhl x<+ds jkT; i ky dsuke l s rFkk
vkn's kkuq kj

l gh /-
¼'kojkt fl g½
vfrfjDr eq; l fpo]
l puk i kS] kfxdh
, oa l {ke vf/kdkjh

ifrifyfi %&

- (1) egkefge jkT; i ky ds l fpo] NRrhl x<+'kkl u] dh vkg l pukFkA
- (2) l fpo] NRrhl x<+fo/kku l Hkk] dh vkg l pukFkA
- (3) egki at h; d] mPp U; k; ky;] fcykl ij dh vkg l pukFkA
- (4) ekuuh; eq; ea-h] NRrhl x<+'kkl u ds l fpo dh vkg l pukFkA
- (5) ekuuh; ea-h@jkT; ea-h dsfo'kSk l gk; d@fut l fpo@fut l gk; d ¼ eLr½ dh vkg l pukFkA
- (6) mi l fpo] egkf/koDrk dk; kzy;] NRrhl x<+dh vkg l pukFkA
- (7) eq; l fpo] NRrhl x< 'kkl u] ds l a Dr l fpo dh vkg l pukFkA
- (8) egky[kkdkj] NRrhl x<+dh vkg l pukFkA
- (9) v/; {k jktLo eMy] NRrhl x< 'kkl u] dh vkg l pukFkA
- (10) vij eq; l fpo@ieqk l fpo@l fpo@fo'kSk l fpo] NRrhl x< 'kkl u] ¼ eLr½ dh vkg l pukFkA
- (11) vk; Dr] dkSk , oa ys[kk rFkk i a ku NRrhl x<+dh vkg l pukFkA
- (12) vk; Dr tul Ei d] NRrhl x< 'kkl u] dh vkg l pukFkA
- (13) vij l fpo@l a Dr l fpo@mi l fpo@voj l fpo] NRrhl x< 'kkl u] ¼ eLr½ dh vkg l pukFkA
- (14) fu; a=d] 'kkl dh; eqz kky;] NRrhl x< jktukn xkø dh vkg l pukFkA , oa vko'; d dk; bkg h grq i f'krA
- (15) eq; dk; i ky u vf/kdkjh] fpl dh vkg l pukFkZ , oa vko'; d dk; bkg h grq i f'krA
- (16) dyDVj] ¼ eLr½ NRrhl x< dh vkg l pukFkZ , oa vko'; d grq i f'krA
- (17) foHkkxk/; {k] NRrhl x< 'kkl u] ¼ eLr½ dh vkg l pukFkA
- (18) jkT; l puk foKku vf/kdkjh] jkT; l puk foKku dln] NRrhl x< jkT; bdkb] jk; ij dh vkg jkT; dh ¼ pl , oa pkl dh½ ocl kbV ij izk'ku grA
- (19) foRr foHkkx] NRrhl x< 'kkl u] dh l eLr 'kk[kkvka dh vkg l pukFkA

l gh /-
 ¼'kojkt fl g½
 vfrfjDr eq; l fpo]
 l puk i kS] kfxdh
 , oa l {ke vf/kdkjh

छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग
मंत्रालय, दाऊ कल्याण सिंह भवन, रायपुर

क्रमांक 912 / स / साप्रवि /2006/

रायपुर, दिनांक 31/7/06

आदेश

सूचना प्रौद्योगिकी विभाग अंतर्गत कार्यरत संस्था चिप्स द्वारा संचालित चॉइस परियोजना के क्रियान्वयन एवं विभागों के मध्य समन्वय के लिए निम्नानुसार व्यवस्था की जाती है -

1. परियोजना के क्रियान्वयन एवं समन्वय के लिए राज्य स्तरीय क्रियान्वयन समिति गठित की जाती है। इस समिति में निम्नानुसार सदस्य रहेंगे -

- | | |
|--|---------|
| 1. सचिव, नगरीय प्रशासन एवं विकास विभाग - | अध्यक्ष |
| 2. मुख्य कार्यपालन अधिकारी, चिप्स - | सदस्य |
| 3. कलेक्टर, रायपुर - | सदस्य |
| 4. आयुक्त, नगर पालिक निगम, रायपुर - | सदस्य |
| 5. पंचायत एवं ग्रामीण विकास विभाग एवं स्वास्थ्य विभाग के प्रतिनिधि - | सदस्य |

यह समिति संलग्न परिशिष्ट-1 में दर्शाये अनुसार दायित्वों का निर्वाह करेगी।

2. कलेक्टर, रायपुर को रायपुर जिले के लिए चॉइस परियोजना का परियोजना संचालक मनोनीत किया जाता है। वे रायपुर जिले में चॉइस परियोजना के क्रियान्वयन हेतु दायित्वों का निर्वाह करेंगे। उनके मुख्य दायित्व संलग्न परिशिष्ट-2 में दर्शाये अनुसार होंगे।

सचिव
छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग

क्रमांक 913 / स / साप्रवि /2006/
प्रतिलिपि -

रायपुर, दिनांक 31/7/06

1. अपर मुख्य सचिव छत्तीसगढ़ शासन, सूचना प्रौद्योगिकी विभाग की ओर सूचनार्थ।
2. अपर मुख्य सचिव / प्रमुख सचिव / सचिव / विशेष सचिव, छत्तीसगढ़ शासन समस्त विभाग की ओर सूचनार्थ।
3. सचिव, नगरीय प्रशासन एवं विकास विभाग की ओर सूचनार्थ।
4. मुख्य कार्यपालन अधिकारी, चिप्स की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
5. कलेक्टर, जिला-रायपुर की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
6. आयुक्त, नगर पालिक निगम, रायपुर की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

सचिव
छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग

**Main Functions of State Project Steering Committee for
CHOICE Project**

1. To monitor the implementation and usage of CHOICE services,
2. To take decision with regard to effective implementation of CHOICE services,
3. To decide on time frame for sunset on manual procedure,
4. To decide on further inclusion of services etc. under CHOICE project,
5. To coordinate between various stakeholders at State level.



**Main Functions of District Collector as Project Director for
CHOICE Project**

1. Coordinate various activities between Government Departments / Agencies / Bodies, CHIPS, CHOICE Agents and other stake holders of the project.
2. Review progress of utilisation of CHOICE services by various stakeholders in district.
3. Issue orders etc. for effective implementation of CHOICE.
4. Appoint CHOICE Agents for setting up CHOICE centres.
5. Execute Agreement with CHOICE Agents.
5. Publicise CHOICE project & CHOICE Agents.
7. Monitor the performance of CHOICE centres through MIS reports / other mechanism and issue periodic guidelines / instructions on the same.
8. Ensure a fair and transparent system at CHOICE centres including handling of cash, sharing of revenue, display of services with rate list etc.
9. Any other issue pertaining to implementation of CHOICE in Raipur.

कार्यालय विप्स
मंत्रालय, डी के एस भवन, रायपुर
दूरभाष- 4066277 फैक्स 4066205

क्रमांक- 309/मुकाअ/2010/वित्त/

रायपुर, दिनांक 23/04/10

प्रति,

संभागीय आयुक्त,
संभाग रायपुर/ बिलासपुर
सरगुजा/बस्तर
छत्तीसगढ़

कलेक्टर,
जिला रायपुर/ दुर्ग/ राजनांदगांव
सरगुजा/बस्तर/ बिलासपुर
छत्तीसगढ़

विषय-चॉइस परियोजना द्वारा छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम, 2003 अंतर्गत जारी जाति प्रमाणपत्रों की वैधता।

राज्य शासन की ई-गवर्नेंस परियोजना चॉइस (छत्तीसगढ़ ऑनलाईन सूचना से नागरिक सशक्तिकरण) के अंतर्गत विभिन्न अधिकारियों द्वारा प्रमाण पत्र जारी किये जा रहे हैं। इन प्रमाण पत्रों की वैधता के लिये छत्तीसगढ़ शासन द्वारा सूचना प्रौद्योगिकी अधिनियम, 2000 के अंतर्गत नागरिक सेवाओं की प्रदायगी हेतु इलेक्ट्रॉनिक अधिशासन अपनाते हुए "छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम, 2003" लागू किये हैं, जिससे नागरिक सेवा (चॉइस) एजेन्टों, केन्द्रों तथा इलेक्ट्रॉनिक रूप से जारी किये जाने वाले प्रमाणपत्रों/ दस्तावेजों को विनियमित किया गया है। इन नियमों की प्रति संलग्न प्रेषित है।

संयुक्त संचालक, आदिमजाति अनुसंधान एवं प्रशिक्षण संस्थान, रायपुर ने इस परियोजनान्तर्गत जारी किये जा रहे जाति प्रमाण पत्रों को विधि अनुरूप नहीं मानते हुए शासन को चॉइस एजेन्टों के माध्यम से जारी किये जा रहे जाति प्रमाण पत्रों की व्यवस्था को विलोपित करने की सलाह देते हुए आदिमजाति अनुसंधान एवं प्रशिक्षण संस्थान की समस्त संभागीय इकाईयों को अनुविभागीय अधिकारी (राजस्व) एवं डिप्टी कलेक्टर द्वारा स्वयं के हस्ताक्षरों से जारी जाति प्रमाणपत्रों को सत्यापन हेतु स्वीकार करने के निर्देश दिये हैं।

इस संबंध में सामान्य प्रशासन विभाग ने ज्ञापन क्रमांक 432/186/2010/1-6 दिनांक 15/4/10 (प्रतिलिपि संलग्न) से आदिमजाति अनुसंधान एवं प्रशिक्षण संस्थान, रायपुर द्वारा शासन को चॉइस एजेन्टों के माध्यम से जारी किये जा रहे जाति प्रमाण पत्रों की व्यवस्था को विलोपित करने की सलाह को स्वीकार नहीं किया है, अतः चॉइस

परियोजना अंतर्गत जारी जाति प्रमाण पत्रों को संभागीय इकाईयों को सत्यापन हेतु स्वीकार करना है।

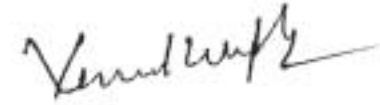
चॉइस परियोजनान्तर्गत प्रदान किये जा रहे दस्तावेज/प्रमाण पत्रों की वैधानिकता का सत्यापन वेबसाईट <http://www.choice.gov.in/> पर किया जा सकता है। इस वेबसाईट के होम पेज पर बनाई गई विंडों में प्रमाण पत्र पर अंकित 16 अंकों का पंजीयन संदर्भ क्रमांक (अनुलग्नक-1) डालने से वैधानिक रूप से डिजिटल सिगनेचर करने वाले अधिकारी के नाम एवं पद की जानकारी प्राप्त हो जाती है (अनुलग्नक-2)। इस प्रकार परियोजना अंतर्गत जारी प्रमाण पत्रों की वैधानिकता की जांच की जा सकती है।

इस तारतम्य में अनुरोध है कि यदि आदिमजाति अनुसंधान एवं प्रशिक्षण संस्थान की संभागीय इकाई द्वारा चॉइस परियोजना से जारी प्रमाण पत्रों को सत्यापन हेतु स्वीकार नहीं किया जा रहा है तो कृपया उन्हें प्रमाण पत्र स्वीकार करने के निर्देश प्रदान करें।

कुछ स्थानों पर चॉइस परियोजना में डिजिटल सिगनेचर से जारी प्रमाण पत्रों पर संबंधित अधिकारी द्वारा स्याही से हस्ताक्षर करने की व्यवस्था की जाने की सूचना प्राप्त हुई है। यदि ऐसी कोई व्यवस्था की गई है तो वह दोहरी व्यवस्था है, कृपया इस पर तुरंत रोक लगाई जाएं।

कृपया उपरोक्त वस्तुस्थिति से अधीनस्थ अधिकारियों को अवगत कराने का कष्ट करें।

संलग्न- उपरोक्तानुसार

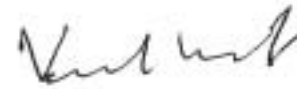


विनोद गुप्ता
मुख्य कार्यपालन अधिकारी,
चिप्स

क्रमांक-309-A/मुकाअ/2010/वित्त/

रायपुर, दिनांक 23/04/10

सचिव, छत्तीसगढ़ शासन, सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी/ सामान्य प्रशासन विभाग/ अनुसूचित जाति, आदिम जाति कल्याण की ओर सूचनार्थ प्रस्तुत।



विनोद गुप्ता
मुख्य कार्यपालन अधिकारी,
चिप्स

छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग
मंत्रालय
दाऊ कल्याण सिंह भवन, रायपुर-492001

क्रमांक / 186 / 2010 / 1-3 रायपुर, दिनांक अप्रैल, 2010
प्रति,

डॉ. टी.के.वैष्णव
सदस्य एवं संयुक्त संचालक,
जाति प्रमाण पत्र उच्च स्तरीय छानबीन समिति,
आदिम जाति अनुसंधान एवं प्रशिक्षण संस्थान,
पं. दीनदयाल उपाध्याय नगर, सेक्टर-4
रायपुर (छ.ग.)

विषय :- चॉईस परियोजना द्वारा छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन)
नियम, 2003 अंतर्गत जारी जाति प्रमाण पत्रों की अद्वैतता।

संदर्भ :- आपका पत्र क्रमांक टी.आर.आई/जा.प./एसटी/108/2010/1954, दिनांक
5.2.2010.

कृपया उपरोक्त विषयक इस विभाग को संबोधित आपका संदर्भित पत्र देखें,
जिसकी प्रतिलिपि मुख्य कार्यपालन अधिकारी, चिप्स कार्यालय रायपुर को भी पृष्ठांकित है।
उक्त पत्र की कंडिका 3 में आपके द्वारा यह लेख किया गया है कि भारत सरकार, गृह
मंत्रालय के परिपत्र क्रमांक बी.सी.-12025/2-76/एस.सी.टी.-1, दिनांक 22.3.1977 में एवं
माननीय सर्वोच्च न्यायालय द्वारा कुमारी माधुरी पाटिल बनाम एडिशनल कमिश्नर ट्रायबल
डेवलपमेंट, ए.आई.आर. 1995 एस.सी. 94 तथा एक अन्य याचिका डायरेक्टर ट्रायबल
वेलफेयर बनाम लावेती गिरी ए.आई.आर. 1995 एस.सी. 1506 के निर्णय में जाति प्रमाण पत्र
जारी करने के लिए राजपत्रित अधिकारी, सांसद, विधायक आदि के प्रमाण-पत्रों को भी
विश्वसनीय नहीं माना गया है। अतः चॉईस एजेंट से जारी जाति प्रमाण पत्र को मान्यता
देने का कोई विधिक आधार नहीं है।

2/ आदेशानुसार, आपके संदर्भित पत्र के संबंध में मुख्य कार्यपालन अधिकारी, चिप्स
कार्यालय रायपुर द्वारा सचिव, छत्तीसगढ़ शासन, अनुसूचित जाति, आदिम जाति कल्याण
विभाग, को लिखे गए पत्र क्रमांक 222/मुकाअ/2010/वित्त, दिनांक 31.3.2010 की
छायाप्रति संलग्न करते हुए लेख है कि उक्त पत्र में आपके द्वारा व्यक्त की गई शंकाओं
का पर्याप्त समाधान किया गया। जाति प्रमाण पत्र वस्तुतः सक्षम राजस्व अधिकारी के
डिजिटल सिग्नेचर से ही जारी किए जा रहे हैं, चॉईस एजेंट द्वारा केवल उन्हें आम जनता
को उपलब्ध कराया जा रहा है। अतः इसमें कोई विसंगति न होने से इसके
विलोपन/संशोधन का प्रश्न ही नहीं उठता है। सामान्य प्रशासन विभाग द्वारा जारी किए
गए पत्र क्रमांक 278/04/1/6, दिनांक 26.2.2004 की छायाप्रति भी आपके अवलोकनार्थ
संलग्न प्रेषित है।

संलग्न : उपरोक्तानुसार।

(के.आर.मिश्रा)
संयुक्त सचिव,
छत्तीसगढ़ शासन,
सामान्य प्रशासन विभाग

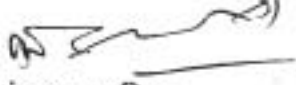
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पृष्ठां. क्रमांक 432/186/2010/1-6

रायपुर, दिनांक 15 अप्रैल, 2010

प्रतिलिपि :-

1. सचिव, छत्तीसगढ़ शासन, अनुसूचित जाति, आदिम जाति कल्याण विभाग, मंत्रालय, रायपुर,
2. मुख्य कार्यपालन अधिकारी, चिप्स कार्यालय रायपुर, की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।


संयुक्त सचिव,
छत्तीसगढ़ शासन,
सामान्य प्रशासन विभाग

CHOICE चॉइस
 Chhattisgarh Online Information for Citizen Empowerment
 छत्तीसगढ़ ऑनलाइन सूचना से नागरिक सशक्तिकरण

Download Hindi Font Download Choice Client Setup List of Choice Services E-Governance Rule & Notification Contact us

डाउनलोड हिन्दी फॉन्ट डाउनलोड चॉइस क्लाइंट सेटअप चॉइस सेवाओं की सूची ई-गवर्नंस नियम एवं नोटिफिकेशन संपर्क करें

बैधता की जाँच हेतु
 आवेदन पत्र क्रमांक डालें ।
 0101010915000797

submit

CHOICE LOGIN

CHOICE Agent Registration

PWD Services

PHQ Services

EDU. Services

E-Payments Seva

1. Electricity Bill

2. Telephone Bill

Status Query For

1. Choice Services

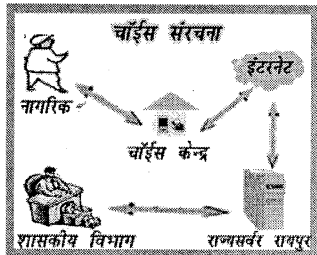
2. PHQ Services

चॉइस

नागरिक सशक्तिकरण के लिए
 छत्तीसगढ़ शासन की ई-गवर्नेंस
 परियोजना है ।

इलेक्ट्रॉनिक संदेश (ENS)

चॉइस परियोजना में उपयोग की गई एक
 ऐसी कम्प्यूटरीकृत तकनीक है जिससे
 आवेदन की वर्तमान स्थिति की सूचना
 आवेदक को मोबाईल, एस.एम.एस एवं
 ई-मेल के द्वारा तुरंत प्रदान की जाती है



Dial Phone No.
 0771 - 4080106
 and get information about
 your Certificate

Chhattisgarh Online Information for Citizen Empowerment
 छत्तीसगढ़ ऑनलाइन सूचना से नागरिक सशक्तिकरण

Achievement

CHOICE stands for Chhattisgarh Online information for Citizen Empowerment. Government to Citizen services are available to the citizens to be serviced by the public offices with care, courtesy and utmost ease.



CHOICE HelpDesk

0771-2533350

Digital Signature Certificate Forms

User Manual For CHOICE

चॉइस

छत्तीसगढ़ ऑनलाइन सूचना से
 नागरिक सशक्तिकरण

- चॉइस सेवाओं की सूची
1. Birth Registration / जन्म पंजीकरण
 2. Death Registration / मृत्यु पंजीकरण
 3. SC/ST Certificate / अनु-जाति / अनु-जनजाति प्रमाण पत्र
 4. OBC Certificate / पिछड़ा वर्ग जाति प्रमाण पत्र
 5. Income Certificate / आय प्रमाण पत्र
 6. Domicile Certificate / निवास प्रमाण पत्र
 7. Public Grievance / जन शिकायत
 8. Ration Card / राशन कार्ड
 9. No Dues Certificates / अनापत्ति प्रमाण पत्र
 10. Water Tap Connections / नए नल कनेक्शन के लिए आवेदन पत्र
 11. Nakal Document / नकल दस्तावेज
 12. Mutation Of Property / संपत्ति का नामांतरण
 13. No Objection Certificate For Dangerous & Offensive Trade / खतरनाक एवं हानिकारक उद्योग लगाने हेतु अनापत्ति प्रमाण पत्र
 14. Gomasta/Trade License / स्थापना पंजीयन
 15. Rashtriya Vriddhavastha Pension Yojana / राष्ट्रीय वृद्धावस्था पेंशन योजना
 - 16 Property Tax / संपत्ति कर
 17. Akasmita Yojana / आकस्मिता योजना
 18. Rahat Yojana / राहत योजना
 19. Girls Child Benifit Scheme / बालिका समृद्धि योजना

..... [More](#)

आवेदन-पत्र की स्थिति / Status of Application

सेवा का नाम / Service Name	अस्थायी अ.जा. / अ.ज.जा प्रमाण पत्र / SC / ST Certificate
आवेदन क्रमांक / Application Reference Number	0101010915000797
आवेदन दिनांक / Application Date	02/11/2009
आवेदक का पूरा नाम / Applicant Name	विमल कुमार एक्का
आवेदन की स्थिति / Application Status	अनुमोदित, प्रमाणपत्र का मुद्रण हो चुका है / Approved,Printed
अनुमोदन कर्ता / Approved By	तीर्थराज अग्रवाल / Thirthraj Agrawal
पदनाम / Designation	अनुविभागीय अधिकारी ,अंबिकापुर /
अनुमोदन दिनांक / Approved Date	18/03/2010

उपरोक्त आवेदन क्रमांक 0101010915000797 का प्रमाण पत्र /दस्तावेज अनुमोदनकर्ता अधिकारी के डिजिटल हस्ताक्षर से जारी किया गया ।

[पीछे / Back](#)

कार्यालय कलेक्टर (जिला योजना एवं सांख्यिकी) रायपुर (छ0ग0)

क्रमांक /2010/जि.यो.सां.का/13-जीवनांक/ रायपुर दिनांक
प्रति,

अतिरिक्त रजिस्ट्रार (जन्म-मृत्यु)
एवं स्वास्थ्य अधिकारी, नगर पालिक निगम
रायपुर (छ.ग.)

विषय :- समस्त च्वाइस सेंटर्स को जन्म-मृत्यु पंजीयन हेतु दिशा निर्देश जारी करने के
संबंध में ।

संदर्भ :- 1. शासन द्वारा जारी आदेश पत्र क. 13/सी/एसआईटी/चाइस दिनांक 27.2.2004
2. इस कार्यालय का पत्र क. 1627/2010/जियोसांका/जीवनांक/रायपुर दिनांक 4.5.2010

उपरोक्त संदर्भित पत्र की प्रति संलग्न कर आपको प्रेषित की जा रही है, कृपया च्वाइस सेंटर्स
को उपलब्ध करावें साथ ही जानकारी समय सीमा में प्रेषित करने की व्यवस्था करें ।

संलग्न संदर्भित पत्र के कंडिका क. 4 का उल्लेख करते हुए, आपके अधीनस्त समस्त च्वाइस
सेंटर्स को जन्म-मृत्यु एवं मृत जन्म सूचना प्रपत्रों के वैधानिक जानकारी एवं सांख्यिकी भाग रजिस्ट्रार (नगर
निगम) में कार्यालय विधिवत रूप से जमा कराने हेतु दिशा निर्देश दें ।

विधिक भाग (वैधानिक जानकारी वाला) स्थायी अभिलेख है जिसे रजिस्ट्रार (जन्म-मृत्यु) की
अभिरक्षा में रखा जाना अनिवार्य है । सांख्यिकी भाग मासिक जीवनांक प्रतिवेदन के साथ जिला रजिस्ट्रार
(जन्म-मृत्यु) कार्यालय को हर माह की 10 तारीख तक अनिवार्य रूप से बिना विलंब प्रेषित करने की
कार्यवाही करें ।

संलग्न :- उपरोक्तानुसार

28/1
उप संचालक,

जिला योजना एवं सांख्यिकी कार्यालय
रायपुर छ.ग.

रायपुर दिनांक 1-6-10

क्रमांक 1526/2010/जि.यो.सां.का/13-जीवनांक/
प्रतिलिपि,

- 1- संयुक्त संचालक, (जीव) आर्थिक एवं सांख्यिकी संचालनालय छ.ग.रायपुर की ओर सूचनार्थ प्रेषित ।
- ✓ 2- मुख्य कार्यपालन अधिकारी चिप्स मंत्रालय रायपुर की ओर सूचनार्थ प्रेषित ।
- 3- आयुक्त नगरीय प्रशासन एवं विकास संचालनालय रायपुर की ओर सूचनार्थ प्रेषित ।

उप संचालक,

जिला योजना एवं सांख्यिकी कार्यालय
रायपुर छ.ग.

28/1
31/5

GOVERNMENT OF CHHATTISGARH
Department of Information Technology & Biotechnology
DKS Bhawan, Mantralaya, Raipur

No. 243 /CA/SIT/2010/CHOICE

Raipur, December 22, 2010

ORDER

In exercise of the powers conferred under rule 4(f) of the Chhattisgarh Citizen Service (Electronic Governance) Rules 2003, following amendments are being done in the Department Order No. No. 815/CA/SIT/2003/CHOICE dated August 19th, 2003 for maintaining prescribed minimum infrastructure in every CHOICE centre:

1. Computer with Multimedia (minimum Pentium IV or above)
2. Licensed Operating System Software (Windows XP/ Vista / 2007 / or BOSS LINUX latest version)
3. One Dot Matrix Printer (24 Pin, 136 Column, minimum 280 Characters per second) or Laser Printer or Inkjet / Desk Jet Printer
4. Uninterrupted Power Supply (minimum half-an-hour back-up)
5. Internet Connection / Broadband Connection
6. Digital camera 1.3 mega pixel
7. Scanner 600 DPI x 600 DPI A-4 size
8. Necessary office premises, electricity connection and furniture & equipment



Aman Kumar Singh
Secretary

Government of Chhattisgarh
Information Technology & Biotechnology
and Competent Authority

No. 2437 /CA/SIT/2010/CHOICE

Raipur, December 22, 2010

Copy forwarded to:

1. Collectors (all), Government of Chhattisgarh – for information and necessary action.
2. CEO, CHIPS – for information and necessary action.



Umesh Kumar Agrawal
Joint Secretary

Government of Chhattisgarh
Information Technology & Biotechnology

छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी विभाग
मंत्रालय

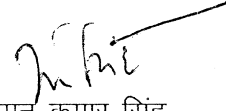
क्रमांक 243 / पीएस/एसआईटी/2010/चॉइस

रायपुर, दिनांक 22/12/10

आदेश

छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम, 2003 के नियम 4 (च) द्वारा प्रदत्त शक्तियों का उपयोग करते हुए कार्यालयीन आदेश क्र. 815/सीए/एसआईटी/2003/चॉइस दिनांक 19 अगस्त, 2003 द्वारा विहित एवं चॉइस केन्द्रों में अनुरक्षित की जाने वाली न्यूनतम अधोसंरचना निम्नानुसार संशोधित की जाती है -

1. कम्प्यूटर मल्टीमीडिया सहित (कम से कम पेंटियम 4 या अधिक)
2. अनुज्ञप्त प्रचालन प्रणाली सॉफ्टवेयर (विंडोज एक्स पी/विस्टा/2007/बॉस लिनेक्स नवीनतम संस्करण)
3. एक डॉट मेट्रिक्स प्रिन्टर (24 पिन्, 136 कॉलम, न्यूनतम 280 कॅरेक्टर प्रति सेकंड) या लेजर प्रिन्टर या इंकजेट/ डेस्कजेट प्रिन्टर
4. अनइन्टरप्टेड पॉवर सप्लाई (कम से कम आधा घंटा बैकअप का)
5. इंटरनेट कनेक्शन/ब्राडबैंड कनेक्शन
6. डिजिटल कैमरा 1.3 मैगापैक्सेल
7. स्कैनर 600 डीपीआई X 600 डीपीआई, ए-4 आकार
8. आवश्यक कार्यालय परिसर, विद्युत संयोजन एवं फर्नीचर व उपकरण



अमन कुमार सिंह
सचिव

छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी
सक्षम अधिकारी

पृष्ठांकन क्र. 243/पीएस/एसआईटी/2010/चॉइस

रायपुर, दिनांक 22/12/10

प्रतिलिपि-

1. कलेक्टर, छत्तीसगढ़ (समस्त) की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
2. मुख्य कार्यपालन अधिकारी, चिप्स की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।



उमेश कुमार अग्रवाल
संयुक्त सचिव

छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी

GOVERNMENT OF CHHATTISGARH
Department of Information Technology & Biotechnology
DKS Bhawan, Mantralaya, Raipur

No. 244/CA/SIT/2010/CHOICE

Raipur, December 22, 2010

ORDER

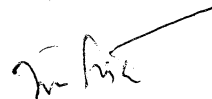
In exercise of the powers conferred under rule 4 (d) of Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 issued vide Government of Chhattisgarh, Department of Industries (Information Technology) Notification No. 806/PS/SIT/2003/CHOICE dated 19th August 2003, the following additional procedure is hereby prescribed apart from procedures already laid down vide Department Order no. 809/PS/SIT/2003/CHOICE dated 19th August 2003 for appointment of CHOICE agents in rural areas of the state.

1. As per guidelines issued by Department of Information Technology, Ministry of Communications and Information Technology, Government of India vide D.O letter no. 1(6)/06 – EGD dated 10 October 2006 for setting up of Common Service Centres (CSC), State Government & CHIPS has executed agreement with Service Centre Agencies (SCA) for appointment of Village Level Entrepreneurs (VLE). As per this agreement, Service Centre Agencies has appointed Village Level Entrepreneurs for Common Service Centre. These Village Level Entrepreneurs are hereby appointed as CHOICE agent.

These Village Level Entrepreneurs, after submission of verification certificate by Service Centre Agencies for maintaining minimum infrastructure as detailed in Department Order no. 243 /CA/SIT/2010/CHOICE dated 22/12/10 and execution of agreement between Village Level Entrepreneurs and Collector as per rule 4 (e) of Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003, Collector would issue Certificate as per enclosed proforma and permission to start the work.

2. CHOICE agents as appointed above would provide notified Citizen Services as per the Rules laid down in the Notification and would be regulated as per these Rules.

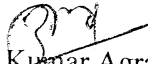
Enclosed: One proforma



Aman Kumar Singh
Secretary
Government of Chhattisgarh
Information Technology & Biotechnology
and Competent Authority

Copy forwarded to:

1. Secretary to the H.E Governor of Chhattisgarh – for information.
2. Secretary to the Chhattisgarh Legislative Assembly – for information.
3. Registrar General, High Court, Bilaspur – for information.
4. Special Secretary to the Hon'ble Chief Minister, Government of Chhattisgarh – for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Hon'ble Minister / Minister for State / Parliament Secretary, Government of Chhattisgarh (all) – for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh – for information.
7. Accountant General, Chhattisgarh – for information.
8. Joint Secretary to Chief Secretary, Government of Chhattisgarh – for information.
9. President, Board of Revenue, Chhattisgarh – for information.
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all) – for information.
11. Commissioner, Treasuries, Accounts & Pensions, Chhattisgarh – for information.
12. Commissioner, Public Relations, Chhattisgarh – for information.
13. CEO, CHIPS – for information and necessary action.
14. Heads of Departments, Government of Chhattisgarh (all) – for information.
15. Controller, Government Printing Press, Rajnandgaon – for information.
16. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all) – for information.
17. Commissioners / Collectors, Chhattisgarh (all) – for information and necessary action.
18. State Informatics Officer, NIC, Chhattisgarh State Unit – for information.


Umesh Kumar Agrawal
Joint Secretary
Government of Chhattisgarh
Information Technology & Biotechnology



Government of Chhattisgarh

छत्तीसगढ़ शासन

Department of Information Technology and Biotechnology

सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी विभाग

प्रमाण-पत्र
CERTIFICATE

Paste VLE's
Photograph

S.No.

प्रमाणित किया जाता है कि श्री/श्रीमती/कु. _____

पिता/पति/सुपुत्री _____ ग्राम _____ जनपद पंचायत _____

जिला _____ छत्तीसगढ़ में सामान्य सेवा केन्द्र (ग्रामीण चॉईस सेन्टर) परियोजना संचालित करने के लिये अधिकृत है, ये ग्रामीण उद्यमी _____ (सेवा प्रदाता एजेंसी) के माध्यम से चॉईस सेन्टर संचालित कर रहे हैं।

This is to certify that Shri/Smt./ Ku. _____ S/o, W/o, D/o Shri

_____ for Village _____ Block _____ District

_____ Chhattisgarh is the authorized Village Level Entrepreneur "VLE" to run CHOICE

Centre with Service Centre Agency _____ under the Common

Services Centre Scheme.

जारी करने की तिथि

Issued Date

वैधता वर्ष

Valid for year

अधिकृत हस्ताक्षरकर्ता
Authorized Signatory

छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी विभाग
मंत्रालय

क्रमांक- 244 /स/एसआईटी/2010/चॉइस

रायपुर, दिनांक- 22/12/10

आदेश

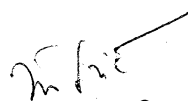
छत्तीसगढ़ शासन, उद्योग विभाग (सूचना प्रौद्योगिकी) की अधिसूचना क्रमांक 806/पीएस/एसआईटी/2003/ चॉइस, दिनांक 19 अगस्त 2003 द्वारा जारी छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम, 2003 के नियम 4 (घ) के अधीन प्रदत्त शक्तियों को प्रयुक्त करते हुए राज्य के ग्रामीण क्षेत्रों में चॉइस एजेंट की नियुक्ति के लिये विभागीय आदेश क्रमांक 809/पीएस/एसआईटी/2003/ चॉइस, दिनांक 19 अगस्त 2003 में उल्लेखित प्रक्रिया के अतिरिक्त निम्नलिखित प्रक्रिया विहित की जाती है-

1. राज्य में सामान्य सेवा केन्द्र स्थापित करने के लिए भारत सरकार के सूचना प्रौद्योगिकी विभाग संचार एवं सूचना प्रौद्योगिकी मंत्रालय नई दिल्ली से प्राप्त अर्द्धशासकीय पत्र क्रमांक 1(6)/06- ईजीडी दिनांक 10 अक्टूबर 2006 द्वारा जारी मार्गदर्शिका एवं निर्देशों के अनुरूप राज्य शासन एवं चिप्स ने सेवा प्रदाता एजेंसियों के साथ ग्राम स्तरीय उद्यमी (Village Level Entrepreneur- VLE) नियुक्त करने हेतु अनुबंध निष्पादित किया है। इस निष्पादित अनुबंध के अनुसार सेवा प्रदाता एजेंसियों द्वारा सामान्य सेवा केन्द्र के लिए ग्राम स्तरीय उद्यमी नियुक्त किये गये हैं। इन ग्राम स्तरीय उद्यमियों को एतद्वारा चॉइस एजेंट घोषित किया जाता है।

इन ग्राम स्तरीय उद्यमियों द्वारा कार्यालयीन आदेश क्रमांक 243/सीए/एसआईटी/2010/चॉइस दिनांक 22/12/10 में दर्शाये अनुसार न्यूनतम अधोसंरचना अनुरक्षित करने का सेवा प्रदाता एजेंसी का सत्यापित प्रमाण पत्र एवं छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम, 2003 के नियम 4 (ङ) अनुसार ग्राम स्तरीय उद्यमी एवं कलेक्टर के मध्य अनुबंध निष्पादित करने पर संलग्न प्रारूप अनुसार कलेक्टर द्वारा प्रमाण पत्र जारी कर कार्य प्रारंभ करने की अनुमति दी जायेगी।

2. उपरोक्तानुसार नियुक्त किये गये चॉइस एजेंट छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम, 2003 के नियमों के अधीन अधिसूचित नागरिक सेवाएं प्रदान कर सकेंगे एवं इन्हीं नियमों के अधीन विनियमित होंगे।


संलग्न- एक प्रारूप।


अमन कुमार सिंह
सचिव

छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी तथा
सक्षम अधिकारी

प्रतिलिपि-

1. महामहिम, राज्यपाल के सचिव, छत्तीसगढ़ शासन की ओर सूचनार्थ ।
2. सचिव, छत्तीसगढ़ विधान सभा की ओर सूचनार्थ ।
3. महापंजीयक, उच्च न्यायालय, बिलासपुर की ओर सूचनार्थ ।
4. माननीय मुख्यमंत्री छत्तीसगढ़ शासन के विशेष सचिव की ओर सूचनार्थ ।
5. माननीय मंत्री/राज्य मंत्री/संसदीय सचिव के विशेष सहायक/निज सचिव/निज सहायक (समस्त) की ओर सूचनार्थ ।
6. उप सचिव, महाधिवक्ता कार्यालय, छत्तीसगढ़ की ओर सूचनार्थ ।
7. महालेखाकार, छत्तीसगढ़ की ओर सूचनार्थ ।
8. मुख्य सचिव, छत्तीसगढ़ शासन के संयुक्त सचिव की ओर सूचनार्थ ।
9. अध्यक्ष, राजस्व मंडल, छत्तीसगढ़ की ओर सूचनार्थ ।
10. अपर मुख्य सचिव/प्रमुख सचिव/सचिव/विशेष सचिव, छत्तीसगढ़ शासन (समस्त) की ओर सूचनार्थ ।
11. आयुक्त, कोष, लेखा एवं पेंशन, छत्तीसगढ़ की ओर सूचनार्थ ।
12. आयुक्त, जनसम्पर्क, छत्तीसगढ़ की ओर सूचनार्थ ।
13. मुख्य कार्यपालन अधिकारी, चिप्स की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।
14. विभागाध्यक्ष, छत्तीसगढ़ शासन (समस्त) की ओर सूचनार्थ ।
15. नियंत्रक, शासकीय मुद्रणालय, छत्तीसगढ़, राजनांदगांव की ओर सूचनार्थ ।
16. अपर सचिव/संयुक्त सचिव/उप सचिव छत्तीसगढ़ शासन (समस्त) की ओर सूचनार्थ ।
17. कलेक्टर, छत्तीसगढ़ (समस्त) की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।
18. राज्य सूचनाविज्ञान अधिकारी, राज्य सूचनाविज्ञान केन्द्र, छत्तीसगढ़ की ओर सूचनार्थ ।


उमेश कुमार अग्रवाल
संयुक्त सचिव
छत्तीसगढ़ शासन

सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी



Government of Chhattisgarh

छत्तीसगढ़ शासन

Department of Information Technology and Biotechnology

सूचना प्रौद्योगिकी एवं जैव प्रौद्योगिकी विभाग

प्रमाण-पत्र
CERTIFICATE

Paste VLE's
Photograph

S.No.

प्रमाणित किया जाता है कि श्री/श्रीमती/कु. _____

पिता/पति/सुपुत्री _____ ग्राम _____ जनपद पंचायत _____

जिला _____ छत्तीसगढ़ में सामान्य सेवा केन्द्र (ग्रामीण चॉईस सेन्टर) परियोजना संचालित करने के लिये अधिकृत है, ये ग्रामीण उद्यमी _____ (सेवा प्रदाता एजेंसी) के माध्यम से चॉईस सेन्टर संचालित कर रहे हैं।

This is to certify that Shri/Smt./ Ku. _____ S/o, W/o, D/o Shri

_____ for Village _____ Block _____ District

_____ Chhattisgarh is the authorized Village Level Entrepreneur "VLE" to run CHOICE

Centre with Service Centre Agency _____ under the Common

Services Centre Scheme.

जारी करने की तिथि

Issued Date

वैधता वर्ष

Valid for year

अधिकृत हस्ताक्षरकर्ता
Authorized Signatory

छत्तीसगढ़ शासन,
सूचना प्रौद्योगिकी विभाग,
मंत्रालय रायपुर

क्रमांक—²⁵⁹—/सं.स/सू.प्रौ./2005

रायपुर दिनांक 31/3/2005

प्रति,

कलेक्टर,

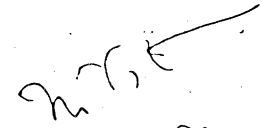
समस्त

विषय:—चाईस परियोजना अन्तर्गत चाईस एजेन्टो से अनुबंध करने बाबत।

उपरोक्त विषय में छत्तीसगढ़ नागरिक सेवा (इलेक्ट्रॉनिक अधिशासन) नियम 2003 अंतर्गत चाईस एजेन्टो से अनुबंध करने की व्यवस्था की गई है। इस तारतम्य में छत्तीसगढ़ शासन विधि विभाग द्वारा परिमार्जित अनुबंध की प्रति संलग्न प्रेषित है।

कृपया चाईस एजेण्टों से विहित स्टैम्प पेपर पर अनुबंध निष्पादित कर एक फोटो प्रतिलिपि मुख्य कार्यपालन अधिकारी चिप्स एवं एक फोटो प्रतिलिपि प्रमुख सचिव छत्तीसगढ़ शासन विधि विभाग को प्रेषित करें।

संहपत्र:—एक

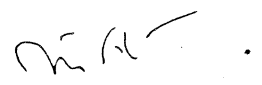

अमन कुमार सिंह
संयुक्त सचिव,
छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी विभाग

क्रमांक—²⁵⁹—/सं.स/सू.प्रौ./2005

रायपुर दिनांक

प्रतिलिपि

1. मुख्य कार्यपालन अधिकारी चिप्स की ओर सूचनार्थ।


अमन कुमार सिंह
संयुक्त सचिव,
छत्तीसगढ़ शासन
सूचना प्रौद्योगिकी विभाग

31/10/05
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Non-judicial Stamp Rs.50/-

AGREEMENT

THIS AGREEMENT is made at Raipur, on this _____ day of _____ 2005.

BETWEEN

This is an agreement between Collector, Raipur in his status as Collector of the District as per Notification No. 806/PS/SIT/2003/CHOICE dated 19th August, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) (hereinafter referred to as 'THE FIRST PARTY'), which expression shall, unless contrary to the context or meaning thereof include its successor(s)- in interest, representative(s), assign(s) and administrator(s) OF THE ONE PART

AND

Mr. _____, in his/her capacity as CHOICE Agent as per Order no. _____ dated _____ of FIRST PARTY and defined in clause 2(b) of Notification No. 806/PS/SIT/2003/CHOICE dated 19th August, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology), hereinafter referred to as 'THE SECOND PARTY', which expression shall, unless contrary to the context or meaning thereof, include his hires, successor(s)-in-interest, legal representative(s) and assign(s) and administrator(s) OF THE OTHER PART.

NOW, IT IS HEREBY AGREED AND RECORDED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS:

1. SCOPE OF EMPLOYMENT: The object of this agreement is the engagement of THE SECOND PARTY by THE FIRST PARTY as CHOICE AGENT responsible for discharge of functions under Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003. THE SECOND PARTY shall discharge all functions and duties that may be assigned by THE FIRST PARTY under written orders from time to time.
2. TERM OF SUBSISTENCE OF AGREEMENT: This agreement shall have a term of subsistence of one year commencing from _____. The aforesaid term of subsistence, shall, however, be subject to termination by either party as prescribed in article 5 hereof. Further, articles 6,8,9 and 12 hereof shall continue to have effect beyond the period of subsistence of this agreement.
3. APPOINTMENT: THE SECOND PARTY shall get appointed by the order of THE FIRST PARTY and shall provide security of Rs. _____ by way of sureties or bank guarantees. The appointment shall be effective from the date when THE SECOND PARTY shall log on to prescribed computer resource and complete the formalities of registering. Amount of security deposit / security shall be refunded / released by THE FIRST PARTY on termination of the term of the agreement but shall be liable to forfeiture by the first party for breach of any conditions of this agreement or loss/damages sustained by FIRST PARTY.

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SERVICE: THE SECOND PARTY shall provide notified services as specified in Order no. 817/CA/SIT/2003/CHOICE dated August 19, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) & clause 5 of Notification No. 806/PS/SIT/2003/CHOICE dated August 19, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) and herein commits to adhere to all service standards and to abide by all instructions and directions issued by the respective Principal Office (as specified in clause 2(g) of Notification No. 806/PS/SIT/2003/CHOICE dated August 19, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) as well as THE FIRST PARTY and Department of Information Technology with regard to the following:

- (a) BUSINESS HOURS: THE SECOND PARTY shall maintain and operate from a CHOICE centre situated at _____ in compliance with Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 and function with timings as per the direction of FIRST PARTY from time to time.
- (b) CUSTOMER INQUIRIES: THE SECOND PARTY shall have sufficient personnel to provide service and respond to citizen inquiries promptly.
- (c) RESTRICTIONS: THE SECOND PARTY shall not accept any application or petition or collect any taxes, charges or dues or any other money payable to or on behalf of any office, department or agency of the Government unless specifically authorized in writing in this behalf. THE FIRST PARTY may, at any time, impose restrictions and/or prohibitions on THE SECOND PARTY'S use of the Services or certain data. THE SECOND PARTY understands that such restrictions or changes in access may be the result of a modification in policy of FIRST PARTY, a modification of THIRD PARTY agreements, a modification in industry standards, or a change in law or regulation. Upon written notification by FIRST PARTY of such restrictions, THE SECOND PARTY agrees to comply with such restrictions.
- (d) AUDIT: THE SECOND PARTY understands and agrees that in order to ensure compliance with applicable law and policies, THE FIRST PARTY may conduct periodic reviews of activities of THE SECOND PARTY and may, on a random basis, require SECOND PARTY to provide for hard & soft copy of records (in accordance with Chhattisgarh Citizen Service - Electronic Governance Rules, 2003) in custody of SECOND PARTY. THE FIRST PARTY may also investigate all legitimate reports of abuse or misuse of Services being provided by THE SECOND PARTY. THE SECOND PARTY agrees to cooperate fully with any and all investigations.
- (e) Display: THE SECOND PARTY shall exhibit the appointment order, and notices showing working hours, applicable rates etc. for information of the public at a conspicuous place in the place of business as per directions issued in this behalf.
- (f) Absence: THE SECOND PARTY shall inform THE FIRST PARTY in writing in case THE SECOND PARTY is not able to operate for a period of time.

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- (g) Infrastructure: THE SECOND PARTY shall maintain minimum infrastructure as specified in Order No. 13/CA/SIT/2003/CHOICE dated 27/2/04 of Government of Chhattisgarh, Department of Industries (Information Technology)
5. TERMINATION: THE FIRST PARTY may terminate the agreement without assigning reasons or through at least one month's advance notice in writing to THE SECOND PARTY.

Further, THE FIRST PARTY may terminate the agreement without prior notice in writing to THE SECOND PARTY stating the manner in which THE SECOND PARTY has defaulted in performance of obligations hereunder. THE SECOND PARTY may terminate the agreement at least with two months prior notice in writing from the intended date of discontinuance to the other party and further, effecting due and proper charge transfer as provided for in article 6 hereof to the satisfaction of the first party failing which THE SECOND PARTY would be liable as indicated in the said article.

6. CHARGE TRANSFER: Before the agreement ceases to subsist, THE SECOND PARTY will transfer the charge in such manner as may be prescribed by THE FIRST PARTY specifically or generally, and including, *inter alia*,
- (i) supplying all paper or electronic documents, databases, software, diagrams, currency or other monies, equipment etc. in the custody of THE SECOND PARTY in relation to or as an incidence of the discharge of functions as in article 1 under this agreement, along with a written and signed statement listing the same and obtaining a receipt verified by THE FIRST PARTY;
 - (ii) a written and signed charge transfer report indicating the status of various pending applications with which THE SECOND PARTY is then associated; and
 - (iii) listing, accounting for and surrendering to THE FIRST PARTY in proper manner all instruments, devices etc., including password(s), mailboxes, identity cards, biometric access right(s), access rights on various computer system(s), credit card(s), debit card(s), smart card(s), digital signature certificate(s) and the like, that provide THE SECOND PARTY physical or electronic access to the office(s), property, intellectual property, computer systems, databases etc. of THE FIRST PARTY, or being in the care or custody of the first party or its client(s), and which have been acquired by THE SECOND PARTY in relation to or as an incidence of the discharge of functions of THE SECOND PARTY under this agreement.
 - (iv) All records, registers, account books shall be handed over to THE FIRST PARTY or any other person authorised in this behalf.

In the event of any consequent cost(s), damage(s) or liability arising either from failure to transfer charge as indicated in this article, or from any act of omission or commission for which any liability devolves from THE SECOND PARTY on THE FIRST PARTY under law or under Article 11 hereof, THE SECOND PARTY indemnifies THE FIRST PARTY against the same and any liability accrued to the first party shall be recoverable from THE SECOND PARTY as an arrears of revenue of citizen services.

THE SECOND PARTY would effect the aforesaid charge transfer by the date on which the agreement would cease to subsist either on expiration of its term of subsistence or on expiration of the notice period.

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7. SERVICE CHARGES TO THE SECOND PARTY: During the period of subsistence of this agreement, the second party shall collect service charges as specified in Order No. 823/CA/SIT/2003/CHOICE dated August 19, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) of Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 and instructions issued from time to time.
8. CONFIDENTIALITY: THE SECOND PARTY acknowledges that during the period of subsistence hereof THE SECOND PARTY will have access to and will become acquainted with various information, records, specifications owned by the first party. THE SECOND PARTY agrees not to disclose or discuss any of the aforesaid, whether directly or indirectly, or to use any of these in any manner, either during the period of subsistence of this agreement or at any time thereafter, except as required for due and proper performance of the functions and obligations hereunder and subject to the overall control and direction of THE FIRST PARTY.

All files, records, documents and similar items relating to the business of THE FIRST PARTY that may come into the possession of THE SECOND PARTY, whether prepared by THE SECOND PARTY or not, shall be so possessed only on behalf of THE FIRST PARTY and THE SECOND PARTY will have no claim to the same. THE SECOND PARTY shall not retain any copies of the aforesaid beyond the period of subsistence of this agreement without THE FIRST PARTY'S prior written permission. Upon expiry of the term of or upon earlier termination of this agreement, or whenever required by THE FIRST PARTY, THE SECOND PARTY shall forthwith deliver to THE FIRST PARTY all such files, records, documents, specifications, information, and other items etc. in his possession or under his control.

Further, THE SECOND PARTY would not divulge the contents hereof through any means, whether oral or documentary.

9. DISPUTES: In the event of any unresolved dispute, the parties shall submit to arbitration by authority mutually agreed to before instituting any judicial proceedings. Any judicial proceedings may only be instituted before Courts having ordinary jurisdiction to hear matters relating to Raipur city.
10. NON-ADMISSIBILITY OF CLAIM OR RIGHT TO EMPLOYMENT OR COMPENSATION: This agreement will not in any way entitle THE SECOND PARTY to any claim or right for employment beyond period mutually agreed to, or to any claim or right to employment or any compensation whatsoever from the Government of Chhattisgarh under any circumstances.
11. CONDUCT: THE SECOND PARTY agrees to observe the following in respect of their conduct:
- (i) THE SECOND PARTY shall, at all times, maintain absolute integrity and devotion in discharge of functions.
 - (ii) THE SECOND PARTY shall take all possible steps to ensure integrity of, and devotion to duty by, all personnel for the time being under THE SECOND PARTY'S control and authority.
 - (iii) THE SECOND PARTY shall act in best judgment while performance official duties.

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- (iv) THE SECOND PARTY shall not, by any means, criticise any act of or to do anything that is capable of embarrassing THE FIRST PARTY in media or in public fora, in discharge of aforesaid function.
- (v) THE SECOND PARTY shall provide all assistance and allow access and information and all facility at all reasonable times to THE FIRST PARTY or any authorised person for purposes of inspection or conducting any inquiry.
- (vi) If any doubt arises as to the provisions of this article, FIRST PARTY shall decide the same.

12. LIABILITY: THE SECOND PARTY will be liable to compensate THE FIRST PARTY for any loss, damage, delay or default in observance of requirements hereunder, however occasioned, for a sum equal in value to either the actual extent of loss or damage sustained by FIRST PARTY or the expense incurred by THE FIRST PARTY for rectifying the damage as the case may be; and which of the aforesaid two bases would be used to compute the liability would be determined by THE FIRST PARTY may recover any amount due to such liability through adjustment against the payment of monthly emoluments, performance, incentive or invoking of the indemnity bond; and which of the aforesaid three bases would be used to compute the liability would be determined by THE FIRST PARTY at its sole instance, option and discretion.

13. MODIFICATION(S) OR AMENDMENT(S): No amendment, change, or modification to this agreement shall be valid unless in writing and signed by the parties hereto.

14. ENTIRE UNDERSTANDING: This document constitutes the entire understanding and agreement of the parties, and any and all prior agreement(s), understanding(s), and representation(s) are hereby terminated and cancelled in their entirety and are of no further force and effect.

15. OTHER RULES: THE SECOND PARTY hereby agrees to abide by rules or procedures regarding work, office procedure, office timings, dress code, appropriate conduct, vis-à-vis members of the opposite sex, language etc., that may be framed by THE FIRST PARTY for its personal from time to time.

IN WITNESS WHEREOF THE ABOVE MENTIONED PARTIES HAVE SET THEIR HANDS AND SIGNED THIS AGREEMENT ON DAY, MONTH AND YEAR FIRST HEREIN ABOVE MENTIONED IN THE PRESENCE OF

(-----)
Collector

EXECUTED IN THE PRESENCE OF:

Witness 1:

Witness 2:

Name
Address

Name
Address

5 of five

*28/07/03
29/03*

Government of India
Ministry of Communication and Information Technology
Department of Information Technology
Electronics Niketan, CGO Complex, New Delhi

No.2 (40)/09-EG-II

Date: 30th November 2009

Office Memorandum

Whereas in pursuance of the deliberations in the first meeting of the Inter Ministerial Coordination Committee chaired by the Secretary Planning Commission, constituted to evolve mechanism and finalise the modalities of expanding Bharat Nirman Common Service Centres to all Panchayats in the country and utilization and integration of the CSCs, a Committee was constituted vide this office OM No. 2(40)/09-EG-II dated 24/09/2009 to determine the cost of delivery of G2C services through Common Service Centres and,

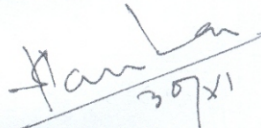
Whereas after detailed deliberations the committee has recommended the cost of services through Common Services Centers and,

Whereas the IFD of Department of Information Technology has accorded their no objection to the recommendation of the committee and,

Therefore for the purposes of leveraging CSCs to capture MIS, deliver services and for dissemination of information/awareness etc, the following rates are being notified;

1. CSC Services for data entry / data usage etc. @ Rs. 100/- per hour per CSC by the Line Department.
2. Lumpsum usage charges for using CSC services for all its operations by Line Departments @ of Rs 2500/- per month per Panchayat (specific to Ministry of Rural Development).
3. CSC services at Block Level CSCs@ of Rs. 500/- per block per month, (specific to Ministry of Health and Family Welfare).
4. Print outs will be charged on actuals and would be extra.
5. All Ministries/Departments can avail of the services of CSCs at the above rates including mentioned at Sl. No. 2&3.

This issues with the approval of Secretary, DIT.


(Shankar Aggarwal)
Joint Secretary
Tele: 24301903

To
All Secretaries
Central Govt. Ministries/Deptts.

All Chief Secretaries
All State Govts.

Director Finance DIT

NLSA

SHANKAR AGGARWAL
Joint Secretary
Government of India
Department of Information Technology
Ministry of Communications & Info. Tech.
6, CGO Complex, New Delhi - 110 003



P.K. PRADHAN, I.A.S.

Additional Secretary &
Mission Director (NRHM)
Tele : 23061451 Fax : 23061975
E-mail : md-nrhm@nic.in



सत्यमेव जयते

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय
निर्माण भवन, नई दिल्ली - 110108

Government of India
Ministry of Health & Family Welfare
Nirman Bhavan, New Delhi - 110108

Dated: 12th February, 2010

DO No. D-11018/1(CSC)/2009-Stats

Subject: Common Service Centres (CSC) - an initiative by Ministry of Communications & Information Technology

Dear

The Ministry of Communications & Information Technology are spearheading the Common Service Centres (CSC) at the Block/Panchayat level where IT enabled services (ITeS) would be available to the community. The CSCs would be a node for Government to Citizen (G2C) and C2G services for the community and intends to provide high quality and cost effective video, voice and data content services, in the areas of e-Governance, education, health, tele-medicine etc. Around 40,000 CSCs are already operational in the country and over one lakh such CSCs are to be established during the current year. The CSCs are working on a PPP model and there is ample scope for utilizing the CSCs in rolling out and monitoring the various NRHM interventions.

2. The Ministry of Communications and Information Technology has indicated a price of Rs 500/- per Block per month for leveraging CSCs to capture MIS, deliver services and for dissemination of information/awareness etc. The cost of printouts would be on actuals. A copy of the OM issued by Department of IT is attached for information and necessary action. The CSCs may be used for data capture for HMIS, name based tracking of pregnant women and children for ANC, PNC, Immunisation etc. This initiative could be used by States, where CSCs are in position or are planned, to save on investment in IT infrastructure at the Sub-District/Block level and utilise the resources in other key areas. In case of any clarification, you may contact Shri Pravin Srivastava, DDG (Stats), MoHFW, {e-mail: ddg-stats-mohfw@nic.in}.

With regards

Yours sincerely


(PK Pradhan)

To,
All Mission Directors (All States/ UTs)



दिल्ली DELHI

MEMORANDUM OF UNDERSTANDING

P 561635

The Memorandum of Understanding (MOU) is made this 16th day of July 2011 between CSC e-Governance Services India Limited, a Company incorporated under the Companies Act 1956, having its registered Office at Electronics Niketan, 4th Floor, DIT, Programme Management Unit, 6, CGO Complex, Lodhi Road, New Delhi-110003 (hereinafter referred to as "CSC SPV", which expression shall, unless it be repugnant to the subject or context thereof, shall deem to mean and include its successors and assigns) of the ONE PART

AND

Infrastructure
UTI Technology Services Ltd. (UTIITSL) is a Government of India company wholly owned by Ministry of Finance *through Special Undertaking of Unit Trust of India* having its registered office at UTI Infrastructure Technology And Services Limited, UTIITSL Tower, Plot No 3, Sector 11, CBD Belapur, Navi Mumbai 400614, Maharashtra and having network of 60 branches all over India (hereinafter referred to as "UTIITSL", which expression shall, unless it be repugnant to the subject or context thereof, shall deem to mean and include its successors and assigns) of the SECOND PART.

WHEREAS CSC SPV has been incorporated to enable a range of services to support the network of Common Services Centers (CSC), which are broadband enabled rural service delivery points established by Service Centre Agencies (SCAs), who are private parties selected by the State Governments, for aggregating content and

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CSC e-GOVRENACE SERVICES

INDIA CMPTET

S.No.....Date.....Rs.....
 Name.....s/o.....
 Ede tram: Chandan s/o. *Chobor Pragsame*
 CHAND VERMA. L. No. 578
 Date No. 5, Patila House, N. Delhi

DIT 61, C.O. Compound
 Lodhi Road N.P. 11003



offering relevant Government to Customers (G2C), Business to Customers (B2C), Business to Business (B2B) and other services to rural citizens; and

WHEREAS CSC SPV has been tasked to be the facilitator of public services and information aimed at enhancing the overall value of the Common Services Centers to the rural citizen through institutional arrangements with diverse stakeholders from the Government, Business and Civil Society.

AND

WHEREAS, UTIITSL has been authorized by the Department of Income Tax (CBDT), to issue PAN Cards. UTIITSL has been providing IT Enabled Services, R & T Agency Services , various e-Governance and other services.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

I. Mutual Obligations

The MOU witnesseth as follows:

A. CSC SPV Agrees that it shall:

- i. That it shall partner with UTIITSL to use the CSCs as authorised PAN centers and make the VLEs (Village Level Entrepreneurs) as PAN Service Agents
- ii. That it shall assist in partnerships of UTIITSL with SCAs of the CSC Scheme for making the VLEs as PAN Agents.
- iii. That it shall encourage SCAs to finalize through consultations and record, the mutual roles, responsibilities and obligations of UTIITSL and the concerned SCA for making the CSCs as authorized PAN Agents and execute them in good faith as per the established norms of UTIITSL.
- iv. It shall give access to authenticate each VLE through Online Monitoring Tool

B. UTIITSL agrees that it shall:

- i. UTIITSL shall add CSC user login in their weblink for user ID authentication
- ii. UTIITSL shall provide detail guidelines for the SCA and the VLE and terms and conditions to become PAN Service Agents (PSA) through weblink (csc-india.org and www.utiitsl.com)
- iii. UTIITSL shall provide training required to function as PSA to the VLEs at free of cost
- iv. UTIITSL shall make arrangements for all commissions, incentives and other approved payments as decided by UTIITSL from time to time to be made to VLE's through their Regional / Branch Centers. UTIITSL shall pay minimum direct commission as per amount pre-decided with the VLE's.
- v. UTIITSL shall make arrangements on payments to be collected from the VLEs towards PAN coupon payments and other incidental charges as decided by UTIITSL when such payments are deposited or forwarded in the form of at par cheques, at par demand drafts or RTGS or cash and/or any other instrument at par basis to various UTIITSL Branches and Regional offices,.
- vi. UTIITSL shall manage cash transaction related to the service
- vii. UTIITSL shall provide SCA-wise MIS Report to CSC SPV every month highlighting VLE-wise transaction details, number of citizens covered and commission paid

I) General

1. Notwithstanding anything in the document, this Memorandum of Understanding (MoU) is to be treated solely as a facilitating arrangement with the implementation partners of the CSC network, and should not be treated in any manner or context, as an endorsement of UTIITSL, its activities or its sister agencies.
2. UTIITSL shall intimate and seek prior approval of CSC SPV for all publicity material advertising the utilization of CSCs for promotional activity. UTIITSL also clarifies that the subject of advertisement of PAN is within the scope of

Department of Income Tax and any advertising relating to PAN will have to have department of Income tax permission through UTIITSL.

3. UTIITSL & CSC SPV agree to jointly explore opportunities for future engagement or partnership in this, and other areas to strengthen the financial sustainability of CSCs and also increase the profitability of UTIITSL i.e for mutual benefit of all the partners.
4. The detail steps and process to be followed by all stakeholders (UTIITSL, CSC SPV, SCA and VLE) and terms and conditions to be followed is placed at Annex 1
5. Revenue sharing details is placed at Annex 2



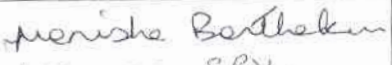
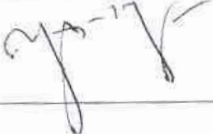
II) Duration of the MoU

6. The term of this MoU will be three years from the date thereof and may be renewed for further period upon such terms and conditions as may be mutually agreed to by the parties herein, however this will be subject to UTIITSL's terms of agreement with Department of Income Tax

III) Termination of the MoU

7. This MoU shall stand terminated on the occurrence of any of the following events:
 - a. At the expiry of the term of the MoU as provided in Section "II" hereinabove if the parties does not choose to renew this MoU.
 - b. If any of the Parties commits breach of any of its obligation under this MoU and if such breach is not rectified within a period of thirty (30) days from the date of the receipt of the notice in that regard, by the Party in default from the other Party; and
 - c. On the expiry of notice of not less than sixty (60) days to be given in writing, such period being reckoned from the date of receipt of the notice by the concerned Party.

This MoU is signed by

For and on behalf of CSC e-Governance Services India Ltd		For and on behalf of UTI Technology Services Ltd	
Name	Sri Shankar Aggarwal 	Name	Sri Puneet Saxena 
Designation	CEO	Designation	MD & CEO
Date	16 th July 2011	Date	16 th July 2011
Signature Witness	 Purnima Bhatnagar COO, CSC SPV 16/7/11	Signature	

Annex 1:

Process to be followed by UTIITSL, CSC SPV, SCA and VLE

Sl. No	UTIITSL	CSC SPV	SCA	VLE
1.	Create a CSC weblink for the VLEs through which the VLEs get access to the utiitsl link. (www.utiitsl.com/) (www.utiitsl/csc.co.in)	Provide link www.utiitsl/csc.co.in in www.csc-india.org for SCAs/VLEs	SCA to intimate service details with weblink to all VLEs/create necessary link in SCA portal	
2.		Give access to CSC Connect to UTIITSL to authenticate each VLE through Online Monitoring Tool	SCA to ensure online registration of all VLEs to make eligible for the service delivery	VLE to ensure registration in the Online Monitoring Tool
3.	Upload detail guidelines of the service/process to be followed by the VLEs	CSC SPV to intimate SCAs about the service Inform through e-mail/newsletter to all SCAs/VLEs	SCA to coordinate with VLEs for registration of the VLE in UTIITSL weblink	
4.	Provide training as indicated in the MOU to the VLEs at free of cost	To inform SCAs about training/inform through email/newsletter	SCA to coordinate at District level with nearest UTIITSL office and VLEs for training	VLE to attend training to be provided by UTIITSL
5.	Online Service Level Agreement to be uploaded which would be signed by individual VLEs to agree terms and conditions			Submit online declaration form to agree with the terms and conditions to become PSA
6.	UTIITSL to recognize successfully registered VLEs as PAN Service Agent (PSA) after verification as per norms laid out.			Once VLE becomes PSA, forms can be downloaded at the CSCs to be provided to the applicants.
7.	Blank PAN form will be made available to the VLE's at free of cost by UTIITSL or the same can be downloaded freely from the website of UTIITSL i.e www.utiitsl.co.in and www.incometaxindia.gov.in			PAN form is filled in by the applicant and submitted at CSCs with photocopies of identity proof and address proof

Sl. No	UTIITSL	CSC SPV	SCA	VLE
	and the same should be made available to the applicants by VLE's at free of cost. (To reduce wastage and for cost concerns the number of free forms is limited to 2 forms per successful form on ratio basis)			
8.				Citizen will fill up application form and pay Rs 94/- (or the amount as decided by the Department of Income Tax/UTIITSL) to VLE
9.				VLE will provide acknowledgement receipt to the citizen and deposit Rs 87* per application to UTIITSL's bank account (Rs 7* per application will be kept as commission for VLE) *This is subject to change as per clause 8 above.
10.	Upon receipt of hardcopies of the forms, UTIITSL will affix PAN Coupons and the citizen-wise number will be sent to the VLEs through email. (PAN applications will be processed only after receipt of the equivalent amount by the VLE's) In case of any short fall in the amount deposited, it will be the decision of UTIITSL to decide on which all forms to process in any or random or in any order.			Forms will be couriered to UTIITSL's Regional Office and bank details will be sent to UTIITSL through email (VLE to send an intimation to UTIITSL's Regional Office about the applications sent and deposit of the amount collected from the applicants in UTIITSL's bank account in the prescribed format as given by UTIITSL.)
11.	After scrutiny of the PAN applications received from the VLE's and confirmation			CSC will also attend to any PAN related

Sl. No	UTIITSL	CSC SPV	SCA	VLE
	received about receipt of the payment from VLE's, UTIITSL will provide the coupon numbers to the VLE's in the excel sheet via. email			queries/ complaints if any.
12.	UTIITSL will process the PAN application and send the PAN Cards directly to the applicant at the address filled in by the applicant in the application form by Speed Post / Courier.			Advise the applicants that PAN Card cannot be hand delivered and will reach their address given in the form. VLE to ensure at the time of form filling that correct address of the applicant is given to enable the Post/Courier to reach the PAN Card to him

Other Terms and Conditions for VLE and UTIITSL

1. Blank PAN form will be made available to the VLE's at free of cost by UTIITSL(as per 7 above) or the same can be downloaded freely from the website of UTIITSL i.e www.utiitsl.com and www.incometaxindia.gov.in and the same should be made available to the applicants by VLE's at free of cost.
2. The complete filled in PAN form with documents prescribed only should be accepted by VLE's by adhering to the basic criteria of identity and address verification.
3. The processing fee of Rs 94/-(Including Service Charges) only should be collected from the applicant. The cost of the PAN card is fixed by the Department of Income Tax, hence No additional charge on any account is permitted by anyone in any capacity.
4. The acknowledgment should be immediately issued to the applicants by VLE's and the forms should forwarded on day to day basis.
5. Inward Sheet and the application forms should be sent to UTIITSL Regional Office by VLEs.
6. VLEs to attend to any PAN related queries/ complaints if any.
7. VLEs to advise the applicants that PAN Card can not be hand delivered and will reach their address given in the form hence the correctness of address is of prime importance.
8. For housing a PAN Card Centre, the following infrastructure is must :
 - i. Basic infrastructure like office space of minimum 100 square feet.
 - ii. A landline phone.
 - iii. Availability of drinking water, drop box, sitting place, proper ventilation, lighting, housekeeping, etc.
 - iv. Computer with internet connectivity.
 - v. Should have more than 2 staff.
 - vi. A standard glow sign/flex banner board display as per the norms has to be affixed at the PAN Centre.
9. The appointment is initially for a period of three years from the date of agreement and the period may be reduced / extended at the discretion of UTIITSL.

10. For sending the filled in applications received from the PAN applicants to the nearest UTIITSL Regional office, no charges are payable by UTIITSL to anyone.
11. For publishing or advertising any article/ press release related to PAN in the media, a prior approval/permission and consent in writing should be taken from UTIITSL.
12. In case of non-observance of any of the conditions, UTIITSL reserves the right to forthwith discontinue/terminate the Agreement and is authorized to take any action deemed fit.
13. Training will be provided by UTIITSL to VLE's.
14. The interpretation/directions of UTIITSL will be conclusive and binding on the entire PAN process to be followed through this agreement.
15. Conditions imposed by the Department of Income Tax , specially on the PAN Fee will prevail.

Annex 2:**Revenue Sharing**

Application fee (Including Service Tax) (1)	VLE Commission (2)	Amount to be passed on to UTIITSL (3)
Rs 94.00	Rs 7	Rs 87.00

- a) Total Commission to be paid by UTIITSL as on date is Rs 9 per application out of which UTIITSL to pay Rs 7 per application directly to VLE (to be paid upfront and retained as indicated above). In addition to this, UTIITSL to pay volume based Incentive to VLEs as decided by UTIITSL ,as a general policy, from time to time.
- b) Out of the above Rs9/- as at a) above, UTIITSL to pay Rs 1/- per PAN card application processed to SCA by the end of each financial year (31st March)
- c) Out of the above Rs9/- as at a) above, UTIITSL to pay Rs 1/- per PAN card application processed to CSC SPV by the end of each financial year (31st March)
- d) Other than above UTIITSL not to bear any other charges or costs.



दिल्ली DELHI

MEMORANDUM OF UNDERSTANDING (MoU)

P 561633

BETWEEN

THE INDIRA GANDHI NATIONAL OPEN UNIVERSITY

AND

THE CSC e-GOVERNANCE SERVICES INDIA LTD.

This MEMORANDUM OF UNDERSTANDING is entered into this 16th day of July 2011 at New Delhi.

BETWEEN

The Indira Gandhi National Open University (herein after referred to as IGNOU), Maidan Garhi, New Delhi – 110068, India, was established in 1985, through an Act of Parliament. (hereinafter referred to as "IGNOU", which expression shall, unless it be repugnant to the subject or context thereof, shall deem to mean and include its successors and assigns) of the ONE PART The University has emerged as the largest mega university in the world. It began by offering two academic programmes in 1987, i.e., Diploma in Management and Diploma in Distance Education, with a strength of 4528 students. Today, it serves the educational aspirations of nearly 2 million students in India and 33 other countries. The University offers 175 Certificate, Diploma, Degree and Doctoral programmes, comprising around 1500 courses with strength of 380 faculty members and academic staff at the Headquarters and Regional Centres.

AND

CSC e-Governance Services India Limited, a Company incorporated under the Companies Act 1956, having its registered Office at Electronics Niketan, 4th Floor, DIT, Programme Management

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CSE - e

CONFERENCE SERVICES

Name: A. K. Jaiswal

CHAND VERMA, L.No. 578

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akant n. D. 11003

Unit, 6, CGO Complex, Lodhi Road, New Delhi-110003 (hereinafter referred to as “CSC SPV”, which expression shall, unless it be repugnant to the subject or context thereof, shall deem to mean and include its successors and assigns) of the OTHER PART.

RECITALS

1. WHEREAS IGNOU’s objective is to achieve widening access for all sections of society and providing continual professional development and training to all sectors of the economy, the University uses a variety of media and latest technology in imparting education.
2. WHEREAS CSC SPV has been incorporated to enable a range of services to support the network of Common Services Centers (CSC), which are broadband enabled rural service delivery points established by Service Centre Agencies (SCAs), who are private parties selected by the State Governments, for aggregating content and offering relevant Government to Customers (G2C), Business to Customers (B2C), Business to Business (B2B) and other services to rural citizens; and
3. WHEREAS CSC SPV has been tasked to be the facilitator of public services and information aimed at enhancing the overall value of the Common Services Centers to the rural citizen through institutional arrangements with diverse stakeholders from the Government, Business and Civil Society.
4. WHEREAS both IGNOU and CSC SPV recognise that they share common goals and are desirous to establish a cooperative agreement towards offering IGNOU courses through the CSC Network, managed and supported by the CSC SPV.
5. WHEREAS both organisations are desirous to associate in all other related areas as may be agreed upon for furtherance of CSCs in the country and agree to engage other like minded partners in this endeavour.
6. NOW THE PARTIES HEREBY ACKNOWLEDGE AND DECLARE as follows:

The Indira Gandhi National Open University and the CSC SPV (herein after referred to as ‘the Parties’) agree to deliver IGNOU courses through the CSC network, especially through the following:

3.1. Objectives: To offer various IGNOU courses, which can be offered through the CSCs shall be listed separately in Annexure – 1. New courses may be added from time to time. To begin with, the parties agree to offer the programmes already developed to capacitate the CSC operators (Village Level Entrepreneurs). The parties shall identify best practice models for implementing the courses

3.2 IGNOU will lay down the minimum infrastructure requirements for offering its course through CSCs and will make the jointly identified courses available for the CSCs to offer.

3.3 IGNOU will add CSC user login in their weblink for user ID authentication and CSC SPV will help creating interface to authenticate each VLE through Online Monitoring Tool.

3.4 CSC SPV will provide the link to all the SCAs/ VLEs through www.csc-india.org/csc, facebook, newsletter and emails. CSC SPV will encourage the CSC operators to offer IGNOU courses to the rural citizens.

3.5 Steps to be followed and terms and conditions of the VLEs to avail IGNOU courses will be circulated in the weblink (www.csc-india.org and www.ignou.ac.in). CSC SPV will ensure the Activation of CSCs, appointment of Academic Counsellors and Programme In-charge of the CSCs as per IGNOU rules applicable from time to time.

3.6 IGNOU will train select representatives of Service Centre Agencies on the IGNOU's Open and Distance Learning System. These representatives can in turn train the VLEs.

3.7 CSC SPV will instruct the CSCs to advertise the courses offered, issue prospectus, collect the application fee and submit the same to IGNOU for the admission process.

3.8 IGNOU will provide the Student Registration Numbers, Study Materials, etc.

3.9 CSC SPV will ensure the implementation and monitoring of programmes offered as per IGNOU norms.

3.10 IGNOU will conduct the term-end examination, declaration of results, and issue of degree/ diploma/ certificate.

7. This Memorandum shall commence from the date of its signing and shall continue for a period of five (5) years from the date thereof and be automatically renewed for successive period of two (2) years, unless either Party notifies in writing to the other Party of its intention to terminate this MOU ninety (90) days in advance.
8. This Memorandum is not a legally binding contract and under no circumstances does this Memorandum subject either of the Parties to liability for breach, whether material or any other applicable law.
9. The Parties hereby agree that they are not bound exclusively by this Memorandum and shall be at liberty to enter into any other agreements or arrangements with any third party without reference to the other party.
10. The Parties shall establish a 'Joint Coordination Committee' to provide strategic guidance and execute the cooperative activities mentioned in this MOU. The Parties will endeavour to ensure that the Joint Coordination Committee is composed of the representatives of the DIT, IGNOU, CSC SPV, and SCAs. Each Party will nominate appropriate personnel to discuss and promote detailed co-operation activities for the implementation of this MOU.

11. Revenue Sharing shall be as follows:

- 11.1 A Joint Coordination Committee shall be formed with members from DIT, IGNOU, CSC SPV and SCA who will decide the course fee based on the type of courses to be launched in the CSC, scope of the programmes and students enrolled for the particular course.
- 11.2 Revenue sharing shall be as follows:
 - 80% of commission per course will be paid to VLE
 - 10% of commission per course will be paid to SCA
 - 10% of commission per course will be paid to CSC SPV
12. Where contents, resource materials have been developed by IGNOU, the copyright shall be exclusively of IGNOU.
13. During the currency of this MOU, if circumstances arise which call for amendment by way of addition, deletion or other modification to this MOU, the same shall be made by the parties hereto with consensus. However, no amendment or change hereto shall be effective between the parties unless set in writing and signed by them.
14. Each of the parties agrees to execute & deliver all such further instruments and to do and perform all such further acts, things as shall be necessary and required to carry out the provisions of this MOU and to commensurate the transactions contemplated hereby.
15. Both the parties shall keep confidential, and shall not use for any other purpose, each other's information save and except such as is required by the law to be disclosed/divulged.
16. The parties agree to Indemnify and keep each other protected and harmless against any claim or action made by any third party and/or any loss/ damage caused to either party as a result of failure on the part of the other party to discharge an obligation arising out of or in relation to this MOU.
17. The agreement shall be governed and interpreted by, and construed by accordance with the laws of India.
18. Any notices, approval, consent and/ or other notifications requires or permitted to be given hereunder shall be in writing, in English and shall be personally delivered or sent by registered speed post with postage fully paid, transmitted through fax to the address specified below or such other addresses notified from time to time by each party in writing and in the manner herein before provided to:

IGNOU: The Director, CEE, IGNOU, Maidan Garhi, New Delhi - 110068

CSC SPV: Additional CEO, CSC SPV, Fourth Floor, Electronics Niketan, Lodhi Road, New Delhi - 110003

For the CSC SPV



Sri Shankar Aggarwal
CEO

For the IGNOU



Prof. V.N. Rajasekharan Pillai
Vice-Chancellor

Witnesses:

1. *Monisha Barthakur*
CEO, CSC SPV . 16.7.2011
2.

ANNEXURE - 1

1. Certificate in Telecentre/ Village Knowledge Centre Management (CTVM)
2. Certificate in CSC Management (To be launched soon)
3. Certificate in Communication Skills for BPO, ITeS and Related Sectors (CCSBIR)
4. Certificate in the Teaching of English as a Second Language (CTE)
5. Certificate programme in Functional English (Basic Level) (CFE)
6. Certificate in Primary Education (CPE)
7. Certificate in Spoken English and Personality Development
8. Certificate in Travel Agency Operations
9. Certificate in Entrepreneurship and Skill Development
10. Certificate in DTP
11. Diploma in Computer Application
12. Diploma in Computer Accounting
13. Diploma in Office Management
14. Certificate in Photo, Videography & Editing
15. Certificate in Mobile Phone Servicing

Process and Steps to be followed by various Stakeholders

SI.NO	IGNOU	CSC SPV	SCA	VLE (IGNOU Extension Centres)
1.	IGNOU will create weblink for CSC in their portal for authentication of CSCs	CSC SPV will give access to CSC Connect for authentication by Online Monitoring Tool	SCA to provide list of CSCs to CSC SPV	VLE to ensure registration in the Online Monitoring Tool
2.	IGNOU will provide list of courses to be made available at CSCs in weblink	Will select CSCs upon consultation with SCA/OMT	SCAs to coordinate with VLEs to register in the weblink	Selected VLEs will register in IGNOU link Course List will be made available to registered VLEs
3.	IGNOU to send promotional materials to SCAs/VLEs (hardcopies) Softcopies will be available in weblink	CSC SPV to intimate SCAs about the service/ Inform through facebook/newsletter to all SCAs/VLEs	SCA to intimate VLEs about the service/ Inform through SCA portal	VLE to promote IGNOU course amongst the masses VLE to get materials online or through SCA/IGNOU (hardcopies)
4.	IGNOU will provide CSC list to the Regional centre through which VLE will get training and necessary guidelines Guidelines will also be made available in weblink Training to be made available at local languages			VLE to download course prospectus and provide to citizens
5.				Interested citizen to apply for IGNOU course through the CSCs (application form to be duly filled in with necessary documents attached)
6.				Course fee will be submitted by student in the form of DD which will be submitted along with forms
7.	Regional Centre will verify application forms and will assign enrolment numbers and dispatch the course			VLE will verify and send it to the nearest IGNOU Regional Centres

SI.NO	IGNOU	CSC SPV	SCA	VLE (IGNOU Extension Centres)
	materials/student admit card to the CSCs and the students will collect from CSCs			
8.		CSC SPV to develop form submission receipt to be submitted by VLE at the time of form collection with DD from students		VLE to provide form submission receipt at the time of submission by student (with DD)
9.				VLE to provide contact class and virtual class*(through TV or computer)
10.				As per course requirement, student will submit assignments to IGNOU through CSCs
11.				VLE will send the assignment copies to Regional Office through post or hand deliver
12.	IGNOU will evaluate assignments which is compulsory requirement to qualify the exam			
13.	Regional Office will issue term end examination schedule through website			VLE to inform examination schedule (details to be made available online)
14.				VLE will collect examination appearance form along with examination fee from students (DD) and submit to regional office as per IGNOU's time schedule
15.	Regional will assign examination centre (student-wise) and will be made available online			VLE to inform students about the examination centre Student to sit for exam
16.	IGNOU to provide results online			

SI.NO	IGNOU	CSC SPV	SCA	VLE (IGNOU Extension Centres)
17.	IGNOU will arrange for convocation at Regional Offices (Degree courses)			VLE will distribute qualification certificates to the students

Note: IGNOU Authorised Outlets/ IGNOU Extension Centre :

Contact Class: IGNOU Regional Centres arrange for Visiting Professors classroom lectures. If number of student per CSC is 30 or more, IGNOU to send resource person to the CSCs to conduct special classes

Virtual Class: IGNOU offers online courses through through video conferencing or through TV channels