



No. Admn/333/1SIT/ 3577

From

Principal Secretary to Government Haryana,
Electronics & Information Technology Department.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of the Departments in Haryana.
3. All the Divisional Commissioners in Haryana.
4. Managing Directors/Chief Administrators/Chief Executive Officers of all the Boards, Corporations etc. in Haryana.
5. All the Deputy Commissioners in Haryana.
6. Registrars of all the Universities in Haryana.
7. State Informatics Officer, Haryana State Unit, Chandigarh.

Chandigarh dated, the 30.05.2016

**Subject: Institutional Framework for engagement of State e-Governance Mission Team (SeMT)-
Haryana for undertaking IT/e-Governance initiatives/projects in the state of Haryana.**

Sir/Madam,

I am directed to address you on the subject cited and to inform you that the Department of Electronics and Information Technology (DeitY), Government of India, is driving the Digital India program. The Government of Haryana has also undertaken steps for implementation of various e-Governance initiatives in the state in line with the vision of Digital India.

2. In order to support the State Governments, Department of Electronics and Information Technology, Government of India through NeGD has provided State e-Governance Mission Team (SeMT) under their Capacity Building Scheme. The SeMTs function as full time advisory body in the State in undertaking e-Governance projects and advising high level committees on IT/e-Governance projects in the State;

3. The Department of Electronics and Information Technology (DeitY), Government of India has also conveyed that SeMT resources should be involved in core tasks pertaining to Conceptualisation of e-Governance initiatives, Business process Re-engineering, preparation of DPRs, Bidding process management, Program Management, Technology Management & Change Management.

4. The SeMT has the mandate for undertaking the groundwork for providing an overall direction, standardization and consistency through Program Management across the State/ UT e-Governance projects. Their support may be taken for:

9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

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- a. Undertake Strategic planning
 - b. Provide project consultancy
 - c. Provide project implementation & post implementation support
 - d. Facilitate setting up of project e Governance mission teams (PeMTS)
5. The State e-Mission Team (SeMT) has expertise in following domains and is headed by Head- SeMT/Principal Consultant in the State:
- a. Technology Management
 - b. Program Management
 - c. Change Management
 - d. Financial Management
6. SeMT is working under the administrative control of Administrative Secretary, to Government, Electronics & Information Technology, Department, Government of Haryana and shall be available to all departments for consultation along with the concerned domain expert for their IT & e-Governance initiatives on the directions of the Administrative Secretary E&IT.
7. With a view to the institutional framework facilitated by Department of Electronics and Information Technology (DeitY), Government of India, it is hereby requested that all concerned may kindly be instructed that State e-Mission Team (SeMT) should be mandatorily involved as full time advisory body of state for undertaking any IT or e-Governance initiative in any Department /Board/Corporation.
8. The Administrative Secretary of Departments may send the request letter for Consultancy to the Administrative Secretary (IT) along with filled up Performa as in **Annexure 'A'** for availing domain specific services of SeMT-Haryana.


Sr. Administrative Officer
for Principal Secretary to Government Haryana,
Electronics & information Technology Department.

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CC: Sh. Munish Chandan, Head SeMT.