

**GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GOOD GOVERNANCE CELL)**

.....

NOTIFICATION

Dated Aizawl, the 27th October, 2022.

No. A. 45011/5/2022-DP&AR(GGC) : In the interest of public service, the Governor of Mizoram is pleased to constitute the **Project Steering Committee for the Implementation of e-Office Suite** under the Government of Mizoram, comprising the following members:

- Chairman** : Secretary, DP&AR.
- Members** : (1) Director, ATI, Mizoram.
(2) Joint Secretary, DP&AR (ARW/TRG).
(3) Chief Informatics Officer, ICT.
(4) Representative of Finance Department not below the rank of Deputy Secretary.
(5) Representative of Planning & Programme Implementation Department not below the rank of Deputy Secretary.
- Member Secretary** : Deputy Secretary & Nodal Officer, DP&AR (GGC).

Terms of Reference: The Project Steering Committee will be responsible for:

1. Setting the scope, long term goals and targets:

- (a) Setting up of timelines for implementation of the e-Office in all Departments and agencies of the Government of Mizoram, and monitoring the progress through a Project Evaluation and Review Technique (PERT) Chart.
- (b) Designating agencies for technical and supervisory control and administrative ownership of the e-Office.

2. Developing action plan and providing oversight, direction and guidance as needed for the overall implementation of the project:

- (a) Developing a participative strategy in the implementation of the e-Office in order that the responsibility and ownership is shared across the Departments (a system-driven rather than a person-driven approach is to be enabled to ensure sustainability).

- (b) Designating one nodal officer each from the ICT Department and DP&AR under the direct control of the Committee to coordinate with the RAILTEL for preparation of Detailed Project Reports (DPR).
- (c) Designating Departmental Nodal Officers for the overall coordination, supervision and monitoring of the implementation and reporting the deliverables.
- (d) Communication of the project to all stakeholders.
- (e) Deciding as to the model and approach for transition to e-Office, including transition strategy and time-table.
- (f) Taking up business process re-engineering with the stakeholders concerned wherever required.
- (g) Working out the plan for transition to e-Office in the defined timeframe, ensuring the absorption and sustainability of the project.
- (h) Working out an efficient strategy for digitisation, which shall include a Digitisation Time-table and the mode of digitisation (in-house or outsourcing or mixed), and archival of old physical records and their safe storage and retrieval.
- (i) Establishing required policies, guidelines, and Standard Operating Procedures for e-Office; and documenting best practices.
- (j) Ensuring the local requirements of e-Office:
 - (i) Compliance to open storage formats, prescribed e-governance standards, etc.
 - (ii) To plan for establishment of a robust system of training, help-line, and conflict resolution mechanism for all stakeholders, particularly the implementing Departments and agencies.
- (k) Working out necessary plan for change-management.

3. Seeking funding supports:

- (a) From suitable funding agencies under the Government of India, and
- (b) from the State Government for bridging the gap, if any.

4. Allocation of required resources– manpower and IT infrastructure for smooth implementation of e-Office.

5. Regular review of the project deliverables and enforcement for smooth implementation.

6. The Committee shall ensure completion of the whole project within 6 (six) months from its first sitting.

Sd/-DR. RENU SHARMA

Chief Secretary to the Government of Mizoram.

Memo No.45011/5/2022-DP&AR (GGC) : Dated Aizawl, the 27th October, 2022.

Copy to:

1. P.S. to Hon'ble Deputy Chief Minister, Govt. of Mizoram
2. Sr. P.P.S. to Chief Secretary, Govt. of Mizoram
3. P.P.S. to Secretary, DP & AR
4. All Administrative Heads of Departments
5. All Heads of Departments
6. State Informatic Officer, NIC, Aizawl for kind information.
7. All members concerned
8. Guard File



(PAUL L. KHUMA)

Nodal Officer

Department of Personnel & Administrative Reforms
Good Governance Cell