Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat J&K
****

CIRCULAR

Subject: **Implementation of The Common Services centers (CSC) Scheme in the UT of J&K.**

As it has come to the notice of the Department that various Government Agencies / Departments, etc are often implementing the Common Services Centers (CSC) Schemes in their respective organizations and area s of jurisdiction, directly by entering into an MOU with CSC-SPV **without prior knowledge / approval / meeting the requisite requirements which is in pure violation of the "Guidelines for Implementation of the Common Services Centers (CSC) Scheme" in the State (UT incase of J&K), issued by the Department of Information Technology - Government of India dated** 09th **October, 2006.**

Amongst other guidelines, few operational / important sections mentioned in the guidelines for Implementation of CSC Scheme in the States (UT in case of J&K) are given hereunder for the information of line departments / agencies / Corporations / PSUs / Autonomous Bodies, etc:

- **Sec 4.4(4.4.1.)** : **"Each State Government is requested to identify a State Designated Agency (SDA)"**

In case of UT of J&K, it is:
Department of Information Technology, J&K

- Sec 8(8.2) : "State Government would have to prepare a State-

Specific Request for Proposal (RFP)"

i.e., any department intending implementation of CSC Schemes.

- Sec 9(9.1) : "The Draft RFP would be reviewed by the SDA (IT Department, in case of UT of J&K) for CSC Schemes and the requisite approval would be taken from appropriate authorities for issuance of the RFP."

<u>Sec 10 (10.2)</u> : The SDA / Nodal department may also consider signing *Memorandum of Understanding (MoU) with concerned Departments to enable a timely and structured delivery of Government services through the CSCs in an integrated manner."*

i.e., MOUs, if any, need to be signed through the Nodal Department and not by the CSC at its own.

<u>Section 11</u> : "The State Government (IT Department) would need to set-up a Monitoring Committee for ensuring smooth implementation of the CSC Scheme".

In light of above, it is impressed upon all the departments to follow and ensure adherence to the guidelines issued for the purpose by the Government of India. Direct Implementation without adhering to / meeting the requirements and prior knowledge and approval of IT Department, UT of J&K and the consequences arising thereof, if any, shall be the sole responsibility of the respective department / agency(ies) / Corporation / PSU / Autonomous Body, etc.

Sd/-
(Amit Sharma) JKAS
Secretary to Government

Dated 20.09.2021

No: IT/Gen/1192021
Copy to:

1) All Administrative Secretaries with a request to direct concerned to get it circulated to all respective HoDs under their administrative control.

2) Principal Private Secretary to Chief Secretary for information of Chief Secretary, J&K.

3) State Head, CSC –SPV, J&K with the direction to follow and strictly adhere to the guidelines issued for the purpose. Any deviation, in this behalf, shall be viewed seriously and shall, in turn, invite administrative action on it, as admissible under rules.

4) Office copy for R/R.

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(Monika Sambyal) JKAS
Under Secretary to Government
Information Technology Department