

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

**Subject:** Constitution of Committee for preparing DPR with regard to extension of e-Office upto Tehsil Level.

**Government Order No. 08 –JK(ITD) of 2023  
Dated: 25.01.2023**

Sanction is hereby accorded to the constitution of a committee comprising of the following members to frame the [Detailed Project Report (DPR)] for extension of e-Office upto Tehsil Level:

1. State Informatics Officer, NIC, J&K or his representative.
2. Representative from NIC, Delhi to be nominated by SIO, NIC, New Delhi.
3. Technical Officer (Mr. Raman Gupta), Information Technology Department.
4. Concern Project Manager, JaKeGA.
5. Data Center Operator (M/s CDAC).
6. Concern Analyst-IT, JaKeGA.

**Terms of Reference:**

To enable e-Office in complete jurisdiction of DCs, HoDs and PSUs upto tehsil level, the following would be required to be covered in totality:

1. Digitization of legacy record/files upto the tehsil level.
2. Procurement of additional licenses from NIC, New Delhi as per no. of users communicated to JaKeGA.
3. Extension of NIC NET/SWAN Network upto the tehsil level through secured mode viz. MPLS etc.
4. Strengthening of complete infrastructure in J&K SDC for hosting the-office for envisaged no. of users.
5. Manpower for managing the back-end operations of e-office (Systems admins, Database admins etc), as per NIC policy.
6. Hiring of manpower for training purpose for rolling out e-office upto tehsil level.

The Committee shall submit the DPR within 15 days.

**By order of the Government of Jammu & Kashmir.**

Sd/-

**(Prerna Puri) IAS**

Commissioner/ Secretary to the Government

No: IT-Gen/453/2022 (7045121)

Dated: 25.01.2023

**Copy to the:**

1. Chief Executive Officer, Jammu & Kashmir e-Governance Agency.
2. State Informatics Officer, NIC, J&K or his representative.

 25/01/23

3. State Informatics Officer, NIC, Delhi.
4. Technical Officer (Mr. Raman Gupta), Information Technology Department.
5. Data Centre Operator, M/s CDAC.
6. Private Secretary to Commissioner/Secretary to the Government, Information Technology Department.
7. I/c Website, Information Technology Department.
8. Government Order/Stock file.

*NIDM*  
*25.01.23*  
**Under Secretary to the Government  
Information Technology Department**

*25/01/23*