

GOVERNMENT OF MEGHALAYA
INFORMATION TECHNOLOGY DEPARTMENT

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated: Shillong, the 18th March, 2013

No.ITR.33/2009/83 – In order to provide transparent, time-bound and affordable Government to Citizen (G2C) Services to the citizens through the Common Service Centres (CSCs) being set up in Meghalaya under the National e-Governance Plan (NeGP), the Governor of Meghalaya is pleased to notify the rates of the User Charges, for delivery of various Government (G2C) Services to the citizens in the manner laid down as under.

PREAMBLE: The Information Technology Department, Government of Meghalaya, inter-alia, is responsible for implementing the National e-Governance Plan (NeGP), of Government of India.

Following infrastructure projects are at various stages of implementation in the state:-

- (a) Meghalaya State Wide Area Network (MSWAN).
- (b) Common Service Centers (CSCs).
- (c) State Data Centre (SDC).
- (d) State Service Delivery Gateway (SSDG).

The National e-Governance Plan has the objective of creating citizen-centric and business-centric environment for governance by creation of the right governance and institutional mechanisms, along with the core infrastructure and policies to support this. In this regard, citizens will be able to obtain required services like Caste, Domicile and Old Age Certificates etc, by accessing the CSCs which will act like single window points for G2C services where applications for the government services can be made online. This will not only reduce the time taken to avail these but also remove the need for other expenditures like travel and loss of wages etc.

1. DEFINITIONS:

1. **NeGP** means National e-Governance Plan, a programme of the Department of Information Technology, Government of India, New Delhi.
2. **NLSA** means the National Level Service Agency which has been notified by the Department of Information Technology , Government of India, New Delhi, and at present is M/S IL&FS
3. **SDA** means the State Designated Agency appointed by the State Government, which for Meghalaya is the Meghalaya Information Technology Society. (MITS)

4. **SCA** mean the Service Centre Agency, selected by the SDA for execution of the CSC scheme on **PPP (Public Private Partnership)** model. In Meghalaya it is **M/S BASIX-One**.
5. **VLE** means the Village Level Entrepreneur duly appointed by the SCA to run a particular CSC.
6. **G2C Service** means any Government Citizen Service as defined in Clause 2 of this Notification, available on <http://meghalayaonline.gov.in/> which are running on a pilot basis in the East Khasi Hills District initially, and will be subsequently rolled out across the entire State of Meghalaya.
7. **SLA** means Service Level Agreement which is required to be signed between the SCA and the concerned Department for which the SCA/CSC may collect Govt. fee or charges.

2. G2C Services & Charges for Delivery of G2C Services through CSCs:

- (i) The list of G2C services & Charges for Delivery of G2C Services through CSCs is as per the **Annexure – I** of this Notification.
- (ii) The Charges shown in Annexure -I are in addition to any levies or Government fee which is otherwise required to be deposited in the Treasury / Government exchequer.
- (iii) The Information Technology Department may revise the Annexure-I from time to time.
- (iv) For the G2C Services, the user charges shall be applicable for every district in the state uniformly.
- (v) The income generated by the VLEs through the delivery of the G2C services will be shared by them with the concerned SCA on the mutually agreed terms. However, the SCA shall at all times keep the Information Technology Department and the SDA informed of the sharing of the income.
- (vi) The SCA shall ensure that every VLE prominently displays the Annexure -I in the CSC premises for the benefit of the citizens
- (vii) The Deputy Commissioners and the SDOs (Civil) shall ensure that the Annexure-I is displayed prominently in the Public Facilitation Centre of their respective offices for the benefit of the Citizens.

3. Manner and Procedure of Delivery of the G2C Services

- (i) A citizen can file an application for any of the G2C services as per Annexure - I in the nearest CSC of his/her district along with all requisite documents and pay the required fee/user charges as shown there under.
- (ii) The VLE/SCA shall be responsible for transmitting the application along with the required documents to the concerned Government office as per the ANNEXURE-I.

4. **Date of taking Effect of the Rates etc:** The rates etc. mentioned in Annexure - I shall be applicable w.e.f date 18.03.2013 and shall remain in force till further orders.


(D.P. Wahlang, IAS)
Commissioner & Secretary to the Government of Meghalaya
Information Technology Department

Memo. No.ITR.33/2009/83 -A

Dated Shillong, the 18th March, 2013

Copy to :

1. P.S. to Chief Minister for favour of kind information of the Chief Minister.
2. P.S. to Deputy Chief Minister for favour of kind information of the Deputy Chief Minister.
3. P.S. to Chief Secretary for favour of kind information of the Chief Secretary.
4. P.S. to Additional Chief Secretary for favour of kind information of the Additional Chief Secretary.
5. All Principal Secretary/Commissioner & Secretary/ Secretaries to the Govt. of Meghalaya for favour of kind information.
6. All Administrative/Heads of Departments.
7. All Deputy Commissioners.
8. Director of Information & Public Relations, Meghalaya, Shillong.
9. Director of Printing & Stationeries, Meghalaya, Shillong for publication in the Official Gazette.
10. State Informatics Officer, NIC Meghalaya for favour of information and with a request to post in the State Portal and the DIT Meghalaya website.
11. SCA for CSCs for kind information and necessary action.
12. Office order file


(D.P. Wahlang, IAS)
Commissioner & Secretary to the Government of Meghalaya
Information Technology Department

ANNEXURE -I

Timelines And Charges For Delivery Of G2C Services Through CSCs

Sl. No	Citizen Services	Processing Office	Rate applicable (in Rs.) to be paid to VLEs for G2C Services through CSCs
01	ST Certificate	DC	Fixed Charges for G2C Services except MPSC • Application Fill-up and Upload : Rs. 25 • Scanning (Per Page): Rs 10. per page • Print-out(Per Page): Rs. 5 per page Other Charges (optional) for G2C Services except MPSC: • Priority Charges/Transportation: Rs. 50/-
02	PRC Certificate	DC	
03	Income Certificate	DC	
04	Domicile Certificate	DC	
05	Permission to hold special events	DC	
06	Senior Citizen Certificate	DC	
07	OBC Certificate	DC	
08	SC Certificate	DC	
09	MPSC Online Application	MPSC	
10	e-Payment	TAX DEPTT	
11	e-Waybill	TAX DEPTT.	
12	Application for Inclusion of Name in Electoral Roll (Form 6)	ELECTION DEPTT.	
13	Application for Objecting Inclusion or seeking deletion of name in electoral roll (Form 7)	ELECTION DEPTT.	
14	Application for correction of particulars entered in electoral roll (Form 8)	ELECTION DEPTT.	
15	Application for transposition of entry in electoral roll (Form 8A)	ELECTION DEPTT.	