ABSTRACT

Rural Development and Panchayat Raj Department -Announcement made by the Hon'ble Minister, Rural Development on the Floor of Assembly - Training for Officers and Rural Local body representatives and Establishing IT infrastructure in Village Panchayats to enable the Village Panchayats to use online tax collection, Online Accounting and imparting services in Digital mode - Accord permission to the procurement of computer and other accessories for necessary IT infrastructure- Orders - Issued .

Rural Development and Panchayat Raj (PR.3) Department

G.O.(Ms) No.61

Dated 19.05.2022
சுபகிருது, வைகாசி 5
திருவள்ளுவர் ஆண்டு 2053

Read :

1. Announcement made by the Hon'ble Minister of Rural Development on the floor of the Assembly during the demand for the Grant on 07.04.2022.
2. From the Director of Rural Development and Panchayat Raj Roc No.23182/2022/PRI 4.2, dated 09.05.2022.

Order:

The Hon'ble Minister for Rural Development has made the following announcement on the floor of the Assembly on 07.04.2022.

"கிராம உளராட்சிகளில் மின் ஆளுமையைச் (e-Governance) செயல்படுத்திட அலுவலர்களுக்கும் உள்ளாட்சிப் பிரதிநிதிகளுக்கும் பயிற்சி வழங்குவதுடன் புதியகணினி, அச்சிடும் இயந்திரம் மற்றும் இணையவசதி ஏற்படுத்தப்படும்."

2. The Director of Rural Development and Panchayat Raj in the letter second read above has stated that as per section 110 of Tamil Nadu Panchayats Act, 1994, provision and maintenance of basic amenities in rural area is one of the statutory duties of Village Panchayats. Use of Information Technology in Village Panchayats to undertake the above statutory functions and other discretionary functions is inevitable.

The Ministry of Panchayati Raj (MoPR) has undertaken e-Panchayat Mission Mode Project (e-Panchayat MMP) with a view to introduce and strengthen e-Governance in Panchayat Raj Institutions (PRIs) across the country and build associated capacities of the PRIs for effective adoption of the e-Governance initiative.

3. He has further stated that the Ministry of Panchayat Raj, Government of India has directed that 15th Central Finance Commission Grant should be operated only under PFMS mode of transaction utilizing the Digital Signature Certificates of the elected representatives of the Rural Local Bodies for availing any further installments. In addition MoPR has brought a portal Audit Online for Rural Local Bodies. In this Government of India's portal, audit findings of Village Panchayats have to be uploaded.

Due to non availability of DSC compatible desktop computers at the Village Panchayat office, some of the Village Panchayat Presidents (Executive Authorities) are using their private computers, or approaching non governmental agencies, like private browsing centres etc for transacting government money. Sharing of username and password of these vital financial transaction portals of the Village Panchayats to third parties may pose serious data security and some irregularities in handling the Government money.

Since handling of Government grant is being done only through ICT enabled system the availability of computers compatible to handle the Digital signature certificates /payment portals is inevitable. Hence, the proposal for procurement of computers and other accessories for all the Village Panchayats has been resubmitted to the Government. Under this project, at present, e-Gram Swaraj Portal is being implemented to monitor the accounts and works taken up under 15th Central Finance commission Grant. This portal is developed by Ministry of Panchayat Raj to Plan, Work monitoring, Accounting, Asset Geo-tagging of assets created under 15th Finance Commission Grant etc., Further, Ministry has developed other portals like Audit online, Local Government Directory (LGD), Vibrant Grama sabha dashboard etc.,

In addition to that the State Government is committed to ensure e-Governance in Village Panchayats by ensuring ease of living and ease of Doing business in rural areas. The following list of initiatives are being developed by the state Government in coordination with concerned stake holders.

I. **Lay out approval** through online- the portal is being developed by TNeGA

II. **Building Plan approval**- the portal is being developed by TNeGA

III. **Road Cutting Permission**- The portal is being developed by the Guidance Bureau of Industries Department and NIC

IV. **Trade Licences**- The portal is being developed by the Guidance Bureau of Industries Department and NIC

V. **Industrial building plan approval**- The portal is being developed by the Guidance Bureau of Industries Department.

VI. **Professional tax assessment and collection**- The portal is being developed by the Guidance Bureau of Industries Department and NIC

VII. **House tax and Property tax collection** – The system is being developed by NIC, Chennai to ensure online process.

VIII. **Online EB payment and Water charges to TWAD:** Now manual payment is in process which leads to delay in payment and reconciliation issues. This process will be completely done by utilising online payment mechanism.

2. Advantages of the e Governance initiatives:

i) Transparency and Accountability in Panchayat Administration.
ii) E- Governance ensure effective public service delivery.
iii) Ensures Digital transaction at the Village Panchayats
iv) It will ensure Digital signing of Payment Vouchers.
v) It will ensure Collection of Taxes and Charges through online mode.
vi) Estimates preparation and Scheme Implementation, monitoring will be effective.
vii) e-Gram swaraj software entry and other applications entry will be done at the Village Panchayat itself.

3. Allocation to the Village Panchayats:

Each Village Panchayat should have one Functional Desktop Computer, Printer and Internet connectivity and Uninterrupted Power Supply (UPS) device. Hence, a onetime purchase of one desktop computer, printer, Internet facility and UPS will be permitted. No further computers and other accessories can be purchased citing this order subsequently.

4. Technical specification:

The hardware requirement for the functioning of Software developed by department of Housing and Urban Development for Building plan and layout approval and the technical specification prescribed by the National Informatics Centre is adopted. Based on the above the Technical specification has been tabled below for procurement of computers. The computers should be procured with the following specifications only.

A Desktop computer with

a)	Processor	:	Intel core i5 – 10th generation
b)	RAM	:	8 GB-DDR4-SDRAM
c)	Storage		1 TB
d)	Operating System	:	Windows 10–Preloaded with licensed Key
e)	Printer	:	Mono chrome Laser Printer with scanner
f)	UPS	:	30 minutes backup

5. Method of Procurement:-

The Government of India has encouraged to procure the materials in transparent manner to ensure quality and competitive pricing. Hence, the procurement SHOULD be done through GeM (Government e-Market place) portal of Government of India or ELCOT e-Portal for procurement service as per GeM Portal and ELCOT- Procurement Portal. The computers may be procured by following steps.

- The procurement in GeM Portal or ELCOT portal should be done only by following the above specification.
- The concerned Village Panchayat should place order in GeM portal or ELCOT portal after duly following the above technical specification.
- The Village Panchayat should pass resolution to procure the computer, Printer, UPS and Internet facility.
- While procuring the same, local market rate should also be verified by following Tender Transparency Act and Rules there under.
- The cost for the same should be paid to the vendor only through the GeM Portal or ELCOT portal
- The procurement should not be centralised at the group of villages, Block level, District level.

6. District Level Monitoring Committee:

District Collector is the authority for implementation of the scheme at District level. There will be a Committee at the District level to monitor the procurement of Computers, software, Printers and UPS device in Village Panchayats. The District level Committee will consist of:

i)	District Collector	:	Chairman
ii)	Project Director, District Rural Development Agency	:	Member
iii)	Project Director, Tamil Nadu State Rural Livelihood Mission	:	Member
iv)	Executive Engineer (RD)	:	Member
v)	District Information Officer / NIC	:	Member
vi)	Assistant Director (Panchayats)		Convener
vii)	e-District Manager, TNeGA	:	Member

7. Execution of works:

The Computers along with necessary software, Printers and UPS device should be supplied to the concerned Village Panchayat only. The functioning of the Computer and other accessories should be checked by the District Project Manager (DPM), e-District Programme Management Unit (e-DPMU) attached to the office of Assistant Director (Panchayat) and DPM should duly certify that the procured item is in conformity with the issued guidelines. The Project Director, District Rural Development Agency should arrange for this check and ensure that the Computers along with necessary software, Printers and UPS device supplied are in good condition and are as per the approved specification in consultation with District Information Officer / NIC of concerned Districts.

On successful testing the company should hand over all the items procured to the respective Village Panchayats in the presence of the concerned Zonal Deputy Block Development Officer. The Village Panchayats should make individual entry in the Asset register (Form-16) maintained at the Village Panchayat for each item on receipt of the same. Payment will be made by the respective Village Panchayats to the supplying Agency / Company after receipt of certificate from the Village Panchayat secretary for receipt of Computers, Printers and UPS device duly countersigned by the Zonal Deputy Block Development Officer.

8. Safe keeping of the assets:

The Village Panchayat will be the custodian of the above procured items. The Computer and other accessories should be maintained only at the Village Panchayat office. It should not be diverted to any other offices/places like Block panchayat, District level offices, Village Panchayat President/ Vice President/ Ward member's residence. Departmental action will be initiated against an official who issues orders to divert this Computer and other accessories to any other offices other than the Village Panchayat. Even during the contingencies such as election work, disaster relief work and any other works this computers should not be diverted.

Panchayat Secretary will be responsible for maintenance of the computers along with necessary software, Printers and UPS device. Zonal Deputy Block Development Officer should inspect the functioning of the above items every fortnight and report it to the Block Development Officer (VP) who inturn will consolidate the report and send the same to Assistant Director (Pts) on every fortnight.

9. Fund release:

Fund for the procurement of the above items will be met out from the following three sources of the Village Panchayat concerned:

1. The amount available in the Account No.1 of the concerned Village Panchayat.
2. The amount available in the Account No.2 of the Village Panchayat which is over and above the required for payment of Current consumption charges to TANGEDCO and Water charges to TWAD for one year.
3. If the above are not available, the Village Panchayat may utilise Account No.9 of the Village Panchayat – Untied component of 15th Finance Commission Grant or balance amount available under Fourteenth Finance Commission

10. Internet Connectivity:

Internet connectivity to the Village Panchayat should be ensured to enable the effective functioning of online applications pertaining to Panchayat Raj. Hence all the Village Panchayat should have effective Broadband connection. If the Village is not covered under the Broadband network, Wi-Fi dongle may be procured along with

Computers, considering the effectiveness of the Net work available in that particular area of the Panchayat.

11. Training

The Panchayat functionaries, Panchayat Secretaries shall be trained on Basics of computer Operations, various softwares used in Panchayat administrations and maintenance of computer and other accessories so as to increase their efficiency and utilization.

Training will be organized based on the Training need Assessment of the stakeholders.

12. Monitoring

Since the Government aims to empower the Village Panchayats as e-enabled offices at the grass root level, it is imperative to empower the Village level functionaries to use the Computers and other accessories regularly. Hence, the usage of the above Computer and other accessories should be ensured by the Zonal Deputy Block Development Officers and Block Development officers. The report on purchase and functioning of the items should be entered in https://drdpr.tn.gov.in/ website every fortnight.

13. Timeline:

The following timeline will be adhered in respect of procurement of computers.

			Date of order
1.	Registering of Village Panchayat at the e-GEM portal/ELCOT Portal	:	(T)+15 days
2.	Passing of Village Panchayat Resolution	:	(T)+15 days
3.	Placing order at e-Gem / ELCOT Portal	:	(T)+30 days
4.	Delivery of the computer to Village Panchayat and completion of Payment	:	(T)+60 days
5.	Post Procurement Management/ certification		(T)+75 days

4. The Director of Rural Development and Panchayat Raj has requested the Government to accord permission to procure necessary IT Infrastructure (Desktop Computers, Printer, Net connectivity as per the method and procedure mentioned in the letter second read above.

5. The Government after careful examination of the proposal of the Director of Rural Development and Panchayat Raj accord permission to the Director or Rural Development and Panchayat Raj to procure necessary IT Infrastructure (Desktop Computers, Printer, Net connectivity) as per the method and procedure mentioned above for establishing IT infrastructure in Village Panchayats to enable the Village Panchayats to use online tax collection, Online Accounting and imparting services in Digital mode.

The Principal Secretary / Secretary to Government, Rural Development and Panchayat Raj Department is empowered to modify the guidelines issued for this Scheme whenever necessary in consultation with the Director of Rural Development and Panchayat Raj.

6. The Director of Rural Development and Panchayat Raj is authorised to make necessary arrangements for establishing IT infrastructure in Village Panchayats to enable the Village Panchayats to use online tax collection, online Accounting and imparting services in Digital Mode and to send an action taken report to Government in due course.

(BY ORDER OF THE GOVERNOR)

P. AMUDHA,
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Director of Rural Development
    and Panchayat Raj, Chennai-15.
The Pay and Accounts Officer, Chennai-35.
The Accountant General, Chennai-18/35.

Copy to:
The Additional Chief Secretary / Director General,
Rural Development and Panchayat Raj(Training),
Chennai - 15.
The Director, State Institute of Rural Development and Panchayat Raj,
Chengalpattu District - 603 209.
The Special Personal Assistant to Hon'ble Minister
    (Rural Development) Chennai-9.
The Senior Principal Private Secretary to the
    Principal Secretary to Government,
    Rural Development and Panchayat Raj Department,
Chennai-9.
Stock file / Spare copy.

//Forwarded By Order//

SECTION OFFICER