



सत्यमेव जयते

Government of <State_Name>

SAMPLE

DETAILED PROJECT REPORT (DPR)

For
Design & Development of Integrated
Digital Platform for Registrar of
Cooperative Society, Government of
<State_Name>

<Month, Year>

Under
Centrally Sponsored Sub-Project of “Computerization
of Office of RCS of States/UTs” under
**"Strengthening of Cooperatives through IT
Interventions" Project**

DPR approved by the State/UT Government on date _____ with the
tentative project outlay of Rs. _____.

Prepared by
Registrar of Cooperative Society
Government of <State_Name>

DISCLAIMER: Through this sample DPR, a generic format for DPR is being circulated to aid the States/UTs in preparing their respective. However, the overall responsibility of DPR preparation following the extant rules, etc. and approval rests with the RCS of the respective States/UTs including correctness.

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DPR Preparation & Approval

DPR Prepared By:

e-RCS Project Management Team
O/o RCS, Govt. of <State/UT_Name>

DPR Reviewed By:

RCS, Govt. of <State/UT_Name>

DPR Approved By

State Level Steering Committee
Govt. of <State_Name>
<Date of Approval>

List of Abbreviations

S.No.	Artifact	Description
1	AC	Assistant Commissioner
2	AGM	Annual General Meeting
3	A-GPS	Assisted Global Positioning System
4	API	Application Programming Interface
5	AS	Assistant Secretary
6	BIA	Business Impact Analysis
7	CAF	Common Application Form
8	CPGRAMS	Centralized Public Grievance Redressal and Monitoring System
9	CRCS	Central Registrar of cooperative Society
10	CS	Cooperative Society
11	CSS	Cascading Style Sheet
12	DB	Database
13	DBA	Database Administrator
14	DBMS	Database Management System
15	DC	Data Centre
16	DDOS	Distributed Denial of Service
17	DEO	Data Entry Operator
18	DLP	Data Loss Protection
19	DPR	Detailed Project Report
20	DR	Data Recovery
21	DS	Deputy Secretary
22	DSC	Digital Signature Certificate
23	E-SIGN	Electronic Signature
24	FAQ	Frequently Asked Questions
25	FD	Flow Diagram
26	GIGW	Guidelines for Indian Government Websites
27	GPS	Global Positioning System
28	GST	Goods and Service Tax
29	HTTP	Hyper Text Transfer Protocol
30	IA	Implementation Agency
31	IAM	Identity and Access Management
32	ICT	Information and Communication Technology
33	ID	Identity
34	IMAP	Internet Message Access Protocol
35	INR	Indian Rupee
36	IP	Internet Protocol
37	IT	Information Technology
38	JS	Joint Secretary

S.No.	Artifact	Description
39	L&M	Law and Management
40	MeitY	Ministry of Electronics and Information Technology
41	MIS	Management Information System
42	MoC	Ministry of Cooperation
43	MoM	Minutes of Meeting
44	MP	Member of Parliament
45	MSCS	Multi-state cooperative society
46	NIC	National Informatics Center
47	NICSI	National Informatics Center Services Incorporated
48	NOC	No Objection Certificate
49	O&M	Operations and Maintenance
50	OCR	Optical Character Recognition
51	OS	Operating System
52	PDF	Portable Document File
53	PIM	Product Information Management
54	PKI	Public Key Infrastructure
55	PMU	Project Management Unit
56	POP3	Post Office Protocol
57	POSB	Post Office Savings Bank
58	R&A	Registration and Amendment
59	R&I	Registration and Issuance
60	RAM	Random Access Memory
61	RBAC	Role Based Access Control
62	RCS	Registrar of Cooperative Societies
63	RDBMS	Relational Database Management System
64	RFP	Request for Proposal
65	RPO	Recovery Point Objective
66	RTO	Recovery Time Objective
67	SAN	Storage area network
68	SIEM	Security Information and Event Management
69	SLA	Service Level Agreement
70	SMS	Short Messaging Service
71	SMTP	Simple Mail Transfer Protocol
72	SOA	Service Oriented Architecture
73	SPOC	Single Point of Contact
74	SRCS	State Registrar of Cooperative Societies
75	SRS	Software Requirement Specification
76	SSL	Secure Socket Layer
77	SSO	Single Sign On
78	TCP	Transmission Control Protocol

S.No.	Artifact	Description
79	ToR	Terms of Reference
80	UAT	User Acceptance Test
81	UC	Use Case
82	UI	User Interface
83	UIDAI	Unique Identification Authority of India
84	UT	Unit Test
85	UX	User Experience
86	VC	Video Conference
87	vCPU	Virtual Central Processing Unit
88	VM	Virtual Machine
89	XHTML	Extensible Hyper Text Markup Language
90	YOE	Years of Experience

EXECUTIVE SUMMARY

[A generic summary has been given, respective RCS to customized the contents as per their setup and requirements for their State/UT]

The Registrar, Cooperative Societies (RCS) is appointed by Government of <State_Name> under <State_Name> Cooperative Societies Act, XXXX. The state-level cooperative societies are registered by the Registrar of Cooperative Societies of States / UTs under their respective cooperative Acts. In addition to registration & winding-up of cooperative societies, RCS plays a pivotal role in regulating & monitoring the functioning of cooperative societies registered under the cooperative acts of the respective states/UTs.

The Government of <State_Name> also appoints other persons to assist the Registrar and has designated them as Joint Registrar, Deputy Registrar, Assistant Registrar and other field/ministerial staff. The Office of the Registrar is working on eight-section pattern and has eight Sections headed by Assistant Registrar level Officers. Each section handles the matters of various cooperative societies on the basis of their pre-defined jurisdiction.

Important information/records on audits, elections, members, appointees of societies, etc. is also maintained by the RCS's offices.

The complaints including disputes in registered cooperative societies are also handled by RCS in a reasonable timeframe.

It is therefore necessary in the current scenario to automate their job by using of Information Technology tools and re-engineer different procedures/processes in the functioning of the RCS offices.

To modernize the operations of the co-operative society's offices and facilitate the ease of doing business in cooperative sector, the Registrar of Co-operative Societies, <state_Name>, has desired to undertake the Project of End-to-End digitization of the RCS office under the centrally sponsored Project of "Strengthening of Cooperatives through IT interventions" in accordance with the guidelines issued thereunder.

This DPR has been prepared.

Note: < Respective RCS to customized the above contents as per their setup and requirements for their State/UT >

1.0 BRIEF ABOUT THE CENTRALLY SPONSORED PROJECT

1.1 Background of the Project:

The success of every Government initiative depends on its reach to the grassroot levels. For smooth and efficient functioning of cooperatives in the country, along with computerization of Central Registrar of Cooperative Societies (CRCS) office, the computerization of office of Registrar of Cooperative societies of States / UTs is also the need of the hour, as majority of the cooperatives are governed by their respective State / UT's Cooperative Act.

In this regard, the Government of India (GoI) has approved the sub-project of “**Computerization of Office of RCS of States/UTs**” at the project outlay of Rs.94.59 crore under the umbrella **Centrally Sponsored Project** of “**Strengthening of Cooperatives through IT interventions**”.

The sub-project of “**Computerization of Office of RCS of States/UTs**” has three major deliverables namely, Hardware Procurement including cloud infrastructure, Software Development, Maintenance and Upgradation of Software. After completion of the project, respective State / UT Governments will be responsible for its sustainability.

RCS of the State / UT Government shall be the nodal officer for the overall implementation and efficient monitoring of the project in their respective States/UTs. They will be responsible for developing effective workflow-based software covering all functions of the registrar's office aligned with the Cooperative Societies Act. RCS will set up its mechanism for implementation of project activities in terms of procurement of hardware through GeM portal, hiring of cloud infrastructure, hiring of software application development agency, etc. in a transparent manner, in technical coordination with SIO / NICS / State agency, as per rules of respective State / UTs.

The project will be governed, implemented and monitored as per the guidelines issued by the Ministry of Cooperation GoI vide letter no. L-12012/1/2023-CTP dated: 16-11-2023.

1.2 Objectives of the project:

To develop an integrated digital portal for the Office of Registrar of Cooperative Societies (RCS) of States/UTs to bring efficiency, accountability, transparency in their working leading to 'Ease of doing Business', ultimately benefiting the cooperative sector as a whole.

1.3 Funding pattern:

Hardware Cost including Cloud Infra.: The cost will be borne by GoI and General States in 60:40 ratio, for NER and Hilly States in 90:10, for UTs with Legislature (J&K and Puducherry) in 80:20 and for UTs without legislature 100% cost will be borne by GoI.

Software Development Cost: Cost of this component will be borne by Government of India up to Rs.1.5 crore. Any additional cost beyond Rs.1.5 crore will be borne by the State/UT concerned.

Maintenance and Upgradation of Software Cost: The cost for maintenance and upgradation of the software during the second and third year of the project shall be borne by GoI and General States in 60:40 ratio, for NER and Hilly States in 90:10, for UTs with Legislature (J&K and Puducherry) in 80:20 and for UTs without legislature, in 100% cost will be borne by GoI.

1.4 Duration of the project: For a period of three years from 2023-24 to 2025-26.

1.5 Categorization of States/UTs for Hardware Quantity:

For hardware and cloud infrastructure, funds would be released on the basis of category of States / UTs. States / UTs in category 'A' (having less than 20,000 registered societies) will be provided up to

7 VMs (Virtual Machine), 4 PCs with UPS & 1 Multi-functional printer (MFP) at RCS Headquarter and 2 PCs with UPS and One MFP at each district. For States / UTs in category 'B' (having more than 20,000 registered societies), up to 9 VMs, 10 PCs with UPS & 2 MFPs at RCS headquarter and 3 PCs with UPS and 1 MFP at each district will be provided.

1.6 State-level monitoring of the project:

State/ UT Governments will be responsible for implementation and monitoring of the project in their respective States/ UTs. Performance of the Project will be reviewed by the State Level Monitoring Committee at regular intervals. *[States/UTs may devise its own institutional mechanism for monitoring of the project]*

1.7 Central Project Monitoring Unit (PMU)

A Central PMU will be set up in the Ministry of Cooperation to assist the National Level Monitoring and Implementation Committee (NLMIC) and Proposal Evaluation Committee. The PMU would also provide technical support and hand-holding, wherever needed, to States / UTs concerned. As per scheme guidelines, Ministry of Cooperation, through Central PMU, will provide the technical guidance and hand holding on the development of the Digital Platform for the Registrar Cooperative Society. *[The Application developed by the M/o Cooperation for the registration of multi-state cooperative societies (MSCS) may be obtained from Central PMU, on request, for learning, etc. which can be developed further, if found suitable, after making necessary state specific changes by the State]*

2. BACKGROUND OF PROJECT OF COMPUTERIZATION OF RCS OFFICE OF <STATE/UT_NAME>

2.1 Need and Gap Analysis

It was noted that the Registrar Cooperative Societies offices of the <State/UT_Name> are still using the manual systems for registration of Cooperative Societies and all other follow-up processes. The manual system is highly inefficient, time consuming, wastage of lot of papers, multiple visits required for registration and follow-up services. The manual system requires storage of huge manual records.

To overcome the above problems, Ministry of cooperation, Government of India has come up with a Centrally Sponsored Project of "Strengthening of Cooperative through IT Interventions".

The State has to prepare a Detailed Project Report (DPR) along-with Gap Analysis of Information Technology Assets and manpower requirement.

In view of this, survey of Registrar Cooperative Society, Government of <State_Name> for the Gap analysis of IT assets and networking requirements was carried out.

2.2 Result of the Gap Analysis and Problem to be Addressed

RCS office, <State_Name> at present do not have online registration facility and an IT based workflow system/back-office system covering all modules related to the administration of respective Act, in an integrated portal and are mainly dependent on manual processes to perform their core activities such as registration, amendment, annual report filing, audit and inspection, etc.

2.3 Other Basic State-Specific Information of the Project:

Design & Development of End-to-End Digital Platform for Registrar of Cooperative Societies, Government of <State Name> to automate the entire workflow of the RCS office & its district offices. The basic information about the project is as given below: -

2.3.1 Title of the Project:

Design & Development of End-to-End Digital Platform for Registrar of Cooperative Society, Government of <State_Name>.

2.3.2 Name of the cooperative societies act being administered by the RCS office:

.....
.....

2.3.3 Number of cooperative societies under the State cooperative societies act (as on 30.09.2023):

2.3.4 Category of the State/UT (as per section 5.2.4 of the scheme Guideline) for hardware allotment (A/B):

2.3.5 Organization structure:

2.3.6 List of RCS Offices including HQ carrying out the work of registration, etc. as per the cooperative societies act. along with their office address, district name, designation of their heads, jurisdiction of the office and the no. of officials working:

.....
.....
.....
.....
.....
.....
.....

2.3.7 List of District Offices including Hardware Required against the districts (Including Cloud Infra.) [*Please refer section 5.2.4 of the scheme Guideline*]

2.3.8 Name and Job description of the key contact persons

S.NO .	Name & designation	Address	Email/Phone	Job Description
1				
2				

2.2.5 Funding pattern for the project [GOI : State/UT] -

3.0 FUNCTIONS AND DUTIES

3.1 Registrar Cooperative Societies

The main functions of the Registrar are as under: -

- a) Registration of Cooperative Societies;
- b) Registration of amendments in the Bye-laws of Cooperative Societies;
- c) Amalgamation, Division and re-organization of Cooperative Societies;
- d) Ensure timely Election of the Managing Committee in Cooperative Societies;
- e) Conduct elections of Managing Committee in primary cooperative banks and federal cooperative societies;
- f) Ensure proper investment of funds by Cooperative Societies as per Act and Rules;
- g) Conduct audit, order inspection, enquiry and also fixing surcharge on negligent functionaries of cooperative societies;
- h) Settle disputes of Cooperative Societies through the process of arbitration.
- i) Function as an appellate Court;
- j) Enforcement/execution of Orders, Awards and Decrees of various Courts;
- k) Order winding up and cancellation of registration of defunct/non-functional societies.
- l) Operating Cooperative Education Fund for training, education, propaganda and publicity Programme for the development of Cooperative Movement in the <State_Name>.

- m) To frame/amend Rules under the State Act from time to time.
- n) Issue Instructions/directives for the promotion of business of different type of Cooperatives;
- o) To approve proposals for enrolment, resignation and cessation of membership in Cooperative Society; and
- p) To frame, execute and monitor various beneficiary schemes approved by the Central /State Govts., including financial assistance to various sectors of Cooperatives.

[The functions mention above are for illustration purpose only. The State may modify them as applicable for them]

3.2 Dy. RCS:

3.3 Heads of District RCS office and so on...

4.0 PROJECT OUTCOME *(State-specific)*

- a) The backend computerization of all the works/activities of the Registrar Cooperative Society in order to ensure electronic delivery of information / data to the Citizens and to exchange electronic data with other state/Central agencies/departments.
- b) Efficient delivery of services with improved service levels by undertaking extensive Business Process Reengineering (BPR) of identified services of RCS office and their processes as per the cooperative societies act of the State/UT.
- c) Development of complete secured End-to-End Digital Platform covering all the modules/functionalities and hosting on the Cloud.
- d) Delivery of public services (including information dissemination) through the public portals to ensure reliability, efficiency, transparency and accountability of the office of Registrar Cooperative Society.

- e) Reducing the number of in-person visits of citizen to the offices of Registrar or other officials in order to get their grievances redressal.
- f) To provide e-interaction and efficient communication between the citizen and their RCS public representative.
- g) To enhance the perception and the image of the State Government and the officials of the RCS of the State.

4.1 Scope of the Project *[to be in line with the scheme guidelines]*

- a) The application software may be hosted on the National Cloud (Meghraj) or in the State Data Centre or on any of the MeitY empaneled Cloud Service provider. **Application shall be mandatory adherence to technical specifications and e Governance standards as per the details given by the CPMU, M/O cooperation.**
- b) The application software so developed under the project will be able to link with the National Cooperative Database maintained by the Ministry of Cooperation through appropriate API.
- c) Open-Source Software (OSS) based platforms/technologies will be used for development and deployment of software application system.
- d) User intuitive and friendly interface and work flow in compliance with the cooperative societies act of the State/UT.
- e) Two key aspects are Business Process Re-engineering (BPR) and creation of databases based on e-Governance standards for the purposes of ensuring interoperability. BPR is intended to enable process simplification and significant value addition to the officials of RCS and citizens.
- f) To design and develop sharable databases, which can be shared by different State Registrar offices for better control and efficient services to the citizens. Also sharing of the Data with the National cooperative Database.

- g) Use of state-of-the-art Hardware and Software technologies & tools.
- h) Providing ICT Infrastructure in all the branches of State/Districts Registrar offices in the State as per the scheme guidelines
- i) Network infrastructure/internet connectivity is not part of the project/scheme but is essential for working of the application software. Each RCS office to ensure Network Infrastructure facilities with backup for high-speed WAN link, secured Wi-Fi network, and other Network service for the use of officials of the RCS offices.
- j) To deploy necessary Hardware/access devices in all the sections/branches of RCS offices.
- k) To make mobile friendly public portals (multilingual/bilingual) for all the electronic delivery of services to the citizens.
- l) To increase the use of SMS/Email and Social media platforms for better communication with the different stakeholders and Information dissemination.

4.4 AS IS and TO BE Scenario

4.4.1 AS-IS Scenario (Suggestive):

1. There is no system in place for electronic flow of information among the stake holders of RCS office.
2. There are around **XX** desktops in use by the employees. The computers are mainly being used as a word processing tool (or for any other purpose if any). Some desktops need to be replaced.
3. Some of the functions are computerized in the State RCS office. The details are as given below:

< Details of the existing computerized System being used in the RCS office in the State may be given here>
4. The Business processes of all the State's Registrar of Cooperative Society offices are similar in nature.

4.4.2 TO-BE Scenario (Suggestive) -

1. The State RCS offices will have electronic processes and information flow among the different stakeholders. All Branches of the State RCS offices will have the Integrated Digital Platform for the Information/Application processing and all other functions/services being provided by the RCS offices.
2. All Citizens/cooperative societies will be able to submit all types of Applications/grievances to the RCS office online in electronic format only.
3. All the Certificates/Letters will be generated by the e-RCS system in electronic format and shall be available to the stakeholders in their Login Area.
4. Information flow between by RCS and all other State Government departments will be electronic.
5. All the present processes in RCS office will be re-engineered as per the requirements of the development of e-RCS Application.
6. Digital signature/e-Sign will be used for digital signing of all the documents/Certificates for submission and generation.
7. A common Content Management Framework (CMF) will be used to develop State of the Art Web portal for dissemination of information to all the citizens.
8. The e-RCS portal will publish all the contents in English as well as in the State Local Language.

4.5 Details of services to be included in the Integrated Digital Platform. [State/UT may modify above list as per their requirements]

SN	Activities/Dealing Section, Branch	Services/Parameters	Work flow and role mapping of officials, applicants, societies, etc.
1.		Registration of Cooperatives	
2.		Amendment of Bye Laws	
3.		Annual Return Filing	

SN	Activities/Dealing Section, Branch	Services/Parameters	Work flow and role mapping of officials, applicants, societies, etc.
4.		Appeal	
5.		Settlement of Disputes	
6.		Audit	
7.		Inspection of Records	
8.		Liquidation	
9.		Complaints/grievances	
10.		Election	

4.6 Roles and Responsibilities vis-à-vis project implementation & monitoring:

Officer/Official	Roles and Responsibilities	Level of Influence	Engagement/Communication Strategy
Registrar Cooperative Society		High	
Dy. Registrar of Cooperative Society		High	
Other employees...		Medium	

5.0 INSTITUTIONAL MECHANISM FOR IMPLEMENTATION, MONITORING, COORDINATION, APPROVALS, ETC.

[State/UT to work out the institutional mechanism as per their system, structure and processes]

5.1 State-level Committee

A Committee has been constituted comprising under the Chairmanship of Chief Secretary/Secretary for monitoring the progress of the project, other e-Governance issues in the RCS, etc. The composition of the Committee of s as follows (suggestive):

1. Chief Secretary/Secretary Cooperation/ACS - Chairman
2. Secretary in Charge (e-Governance/IT) - Member
3. Registrar - Member
4. Dy./ registrar - Member Secretary
5. IT Head/In charge of RCS - Member
6. SIO, NIC State Centre or its Nominee - Member
7. Senior IT Consultant- M/o Cooperation - Member
8. Any other person nominated by the State Government

The role and responsibilities of Committee are following:

- 1.
- 2.
- 3.

5.2 State Project Management Unit (SPMU)

Each State RCS will have a State Project Management Unit, mainly responsible with following roles & responsibilities vis-à-vis the project.

- 1.
- 2.
- 3.

Its composition may be as per the following (Suggestive)

1.	Registrar, Cooperative Society	Chairman
2.	Nominee of Secretary (IT)	Member
3.	Nominee of Secretary (Finance)/ Finance Deptt	Member
4.	Dy. Registrar	Member
5.	SIO/or his Nominee	Member
6.	Representative of NICSI at State	Member
7.	IT Head/In charge e-governance-RCS	Member Secretary
8.	Any other person nominated by Chairman	Special Invitee

5.3 Role of State National Informatics Centre (NIC) Unit (Suggestive)

- NIC will nominate one officer (Senior Systems Analyst or above) as NIC Coordinator for successful development and implementation of e-RCS Project in the State.
- Technical support will be provided by the NIC to the e-RCS project as it is having the expertise in the field.
- All bills will be sent by the respective State RCS after duly verified by the competent authority to the NISCI New Delhi for passing & payment. If the project is executed by some other agency, then appropriate method as per the approval of the State competent authority may be adopted.
- State RCS may obtain Internet connectivity using Leased Circuit/Broadband either through NICNET or otherwise for the successful uninterrupted Network connectivity to all the RCS offices Location. SIO NIC State Unit shall provide all the technical guidance/help for procurement of all equipment required for the e-RCS project.

Any other institutional mechanism, if required.....

6.0 OVERVIEW OF THE INTEGRATED DIGITAL PLATFORM / APPLICATION SOFTWARE

6.1. Objectives of the System

The objective of the proposed Integrated Digital application software is to automate the processes of RCS offices, to achieve the following goals (*indicative list, State/UT may add or delete as applicable them*):

- Induction of transparency and accountability in operations
- Electronic security and control of confidential data
- Dissemination of information as per requirement
- MIS for easy monitoring and quick decision making
- To improve efficiency in working
- To improve decision making in view of better reporting mechanisms
- To help carry various analytical studies by providing the data instantaneously
- Significant reduction in manual records/register maintenance
- Elimination of duplicate and inconsistent record keeping

- To reduce the dependency
- To Support the organization in meeting its business and legal requirements
- To ensure better implementation of Scheme
- To Provides cost effective service and quality of the same
- To provide a friendly, speedier and efficient interface
- To use less paper to save trees and implement green practices (Go Green)

6.2. Short Comings of the Existing System (Sample List)

- Redundant processes
- Classical disconnect
- Difficulty in monitoring – mainly implementation of schemes by the Government
- Dependency
- Complexity
- Delay
- Lack of Transparency
- Lack of Accountability
- Unnecessary Excess Paper Work and huge paper wastage
- Difficulty in maintaining up-to-date Records
- Repetitive efforts
- Wastage of Time, Money and Efforts
- Lack of information
- Lack of standardization and uniformity of the working methodology

6.3. Automation of Processes (Suggestive)

- E-Registration of Cooperative Society-Online filing for new registration.
- Online processing of Application and approval through Role-based work-flow online application
- Facility of online communication (through the Portal) with the Cooperative Society.
- Dashboard of RCS Society (Internal Users)

- Dashboard of RCS Society (Public)
- Dashboard of RCS Portal (Cooperative Society Users)
- Public Grievances Management – Online System for Grievance Management.

6.4. Challenges & Way Forward

- Making users confident, comfortable and trusting of the tool or technology with which they will interact.
- Acceptance of Online Correspondence/Reports specially by Cooperative Societies Users/stakeholders.
- Establishing a Less-Paper Environment – using minimum papers by all stakeholders.

Resistance to change:

It is normal to experience resistance whenever there is change. Understanding that there will be resistance to change will help to anticipate resistance, identify its sources and reasons, and modify our efforts to manage the issues of change to ensure the success of our change efforts. The resistant to change phenomenon can explain much of the hesitation that occurs on the part of constituents in moving from a paper based to a Web-based system for interacting with government processes. Stakeholders can all have their biases with respect to how transactions should be processed.

E-Facilitation for Citizens

In order to smooth transition from present paper-based system to total paperless system, initially we shall require a transition period and assistance need to be provided to the members of Cooperative Societies in the State and General Public. Therefore, initially the system will run in hybrid mode, where the societies will have the option to submit the requests in conventional manner as prescribed in the Acts/rules and procedures/Bye-Laws of the State RCS. But in order to capture all the requests in electronic form, we need to set-up e-facilitation center at each RCS offices.

Digital Divide:

The digital divide refers to the separation that exists between individuals and communities that have got used to information technology and those that do not have such access/knowledge. As the digital divide narrows, broader adoption of e-government becomes possible.

- Attitudinal change in officers and employees
- Government process re-engineering
- Information transparency
- Infrastructure, Skill and awareness
- Access to right information
- Interdepartmental collaboration

6.5. Advantages of the System

- Role-based, work-flow and web-based system for automation, standardization and uniformity of the working methodology.
- Dynamic search engine which will generate several MIS reports at click of button.
- Auto compilation of reports and queries.
- Removing redundant processes which otherwise delay flow of information among various stakeholders
- Induction of transparency and accountability in operations
- Electronic security and control of confidential data
- Dissemination of information as per requirement
- MIS for easy monitoring and quick decision making
- Improving efficiency in working
- Improving decision making in view of better reporting mechanisms
- Significant reduction in manual records/register maintenance
- Elimination of duplicate and inconsistent record keeping
- Reducing the dependency
- Supporting the organization in meeting its business and legal requirements
- Ensuring better implementation of Scheme by the Government

- Using less paper to save trees and implement green practices (Go Green)

7.0 ONLINE SYSTEM (TO-BE)

7.1 Web Based Application Software

The online system e-RCS will be a role-enabled work-flow and web-based application with intuitive user interface.

<Details of the Web based Software Application may be described here>

8.0 PROJECT EXECUTION

8.1 Project Milestones and Timelines (as per submitted proposal to the Ministry of Cooperation)

8.2 Manpower Requirement:

<Manpower requirement for the project is as below>

8.3 Detailed Implementation Activities and Time frame (*Timelines for major milestones as per submitted proposal to the Ministry of Cooperation to be adhered to*)

8.4 Activity-wise Implementation Strategy (*including that for migration of legacy data, digitization of manual data and integration with National Cooperative Database*)

9.0 Bill of Materials and Estimated Cost of the Project (in line with the submitted proposal to Ministry of Cooperation for fund release)

Bill of materials and estimated cost of the project has been worked out based on the survey and as per the Scheme guidelines issued by Ministry of Cooperation.

Table containing the cost estimation of various components

As per scheme guidelines - The cost will be borne by GoI and For General States in 60:40 ratio, for NER and Hilly States 90:10, for UTS (with Legislature) 80:20 and for UTs without Legislature, 100% cost will be borne by GoI.