

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
DEPARTMENT OF SCIENCE & TECHNOLOGY  
Technology Bhawan, Shaheed Jeet Singh Marg, N. Delhi-110 016

F.No.I-25034/8/2011-CDN

Dated the 24<sup>th</sup> June,2011

To

M/S.-----

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Sub: Consultative Committee Meeting(CCM) for developing an  
Action Plan for E-Office implementation

Dear Sirs,

This Department intends to develop an Action Plan for E-Office implementation and prepare the roadmap for identification, conceptualization and implementation of e-office project in line of National e-Governance Plan(NeGP) in DST. The area of focus shall be Receipt, processing, decision making and communication of acceptance (to various stakeholders) of the Proposals for funding of Research Schemes and Projects from Academia, R& D Laboratories, Universities, Colleges, Scientific Institutions etc. The agency engaged shall be responsible for Project design and development, working out details of the project along with financial implications, defining and ensuring final deliverables. The Agency pressed into service shall be required to study the work flow in different units in DST in close coordination with the Project e Mission Team (PeMT). In order to attain better synchronization, the work relating to Business Process Reengineering(BPR) and Change Management is also likely to be considered for execution through the same Vendor.

2. Agencies who have considerable experience in execution of such jobs and who have successfully executed identical projects with the Central Govt. Departments/Public Sector Enterprises may participate in the CCM. The agency shall be required to assist the Deptt. in formulation of Technical Particulars/details and requirements for the purpose of preparing the tender documents for which no financial assistance or fee shall be payable.

3. If you consider yourself eligible for the above, you are requested to send your accredited representative who is well conversant with the technical details and performance aspects to attend the Consultative Committee Meeting to be held on 4<sup>th</sup> July, 2011 in Room No.14, Admn Block, in this office. The representative so deputed should come prepared with solution, feed backs and inputs and prepared to submit the suggestions in writing on behalf of your firm/agency. In the event of your inability to depute your representative you may send the inputs through email before the date of CCM.

4. Please confirm your participation by return post/fax.

This is however, without any commitment of the Govt. at this stage,

Yours faithfully,

(Rajiv Mahendru)

Under Secretary to the government of India

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