

Main Services / Transactions

Sl. No.	Services / Transaction	Officer Responsible (Designation)	Email	Mobile/ Phone No.	Process	Documents Required / Fees applicable
1	CSC 2.0: A way forward	Shri Pravin R Chandekar, Scientist F	pravin.chandekar@gov.in	9891948880 011-24360206	<ul style="list-style-type: none"> Release of next grant/instalment 	Submission of Utilization Certificate, recommendation of Project Review & Steering Group (PRSG), Finance concurrence, administrative approval from competent authority
2	Approval of new project proposals for various eGovernance projects	Director (e-Gov) Shri Pravin R Chandekar, Scientist F Shri Uma Chauhan, Scientist F	pravin.chandekar@gov.in uma.chauhan@meity.gov.in	011-24360206 9891948880 011-24364711 9811855152	<ul style="list-style-type: none"> Submission of Project Proposals in the prescribed format, Evaluation of the Project proposals by the Competent Authority JS (eGov) or Working Group under JS (eGov). Approval of the Project Proposals by Competent Authority (Finance & administrative). 	Detailed Project Report in format as per the OM dated 05-08-2016 issued by Ministry of Finance (Department of Expenditure)
3	CSC-2.0, eTaal-2.0 MMP, Capacity Building (CB Phase-II), Awareness &	Shri Pravin R Chandekar, Scientist F	pravin.chandekar@gov.in	9891948880 011-24360206	<ul style="list-style-type: none"> Monitoring & Controlling 	Submission of Utilization Certificate and Progress Report, Recommendation

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	Communication, NeGD-2.0, eDistrict MMP, Open Government Data, e-Mail Solution, Securing e_mail Infra, MyGov, eGreeting & eSampark, PRAGATI				<ul style="list-style-type: none"> • Release of next grant/instalment 	of Project Review & Steering Group(PRSG), Finance concurrence, administrative approval from competent authority
4	Cloud Services / CMO, State Data Centre, National Scholarship Program 2.0, eGov. Appstore, Open Forge, India Portal, Website Quality Testing, Development of CMF for Govt. Website, BAS	Shri Uma Chauhan, Scientist F	uma.chauhan@meity.gov.in	011-24364711 9811855152	<ul style="list-style-type: none"> • Monitoring & Controlling • Release of next grant/instalment 	Submission of Utilization Certificate and Progress Report, Recommendation of Project Review & Steering Group(PRSG), Finance concurrence, administrative approval from competent authority
5	Approval of proposals for Setting up of State Wide Area Networks (SWANs)	Smt . Geeta Kathpalia, Group Coordinator & Scientist G	geeta@meity.gov.in	011-24301411 9810710914	<ul style="list-style-type: none"> • Project Proposal approved by the Empowered Committee on SWAN. • Project Proposal apprised/concurred/ approved by the Finance Division / competent authority • Issue of Administrative approval • Release of grant/instalment 	<ul style="list-style-type: none"> • Detailed Project Proposal • Empowered Committee(EC minutes) • Administrative approval • Utilization Certificate (UC) & Minutes of State

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						Implementation Committee
6	Release of Installments to State Governments for SWANs	Smt. Geeta Kathpalia, Group Coordinator & Scientist G	geeta@meity.gov.in	011-24301411 9810710914	Seeking the reports on: <ul style="list-style-type: none"> • Bandwidth Utilization of the Network • Delivery of Services • Review of Physical & Financial Progress • Utilization Certificate (UC) of release of funds • Quarterly Granted Revenue (QGR) certified by Third Party Auditor (TPA). 	Utilization Certificate (UC) & Minutes of State Implementation Committee Meetings
7	Timely release of funds to National Informatics Centre (NIC)/National Informatics Centre Services Inc. (NICS) for National Knowledge Network (NKN) as per recommendations of High Level Committee (HLC)	Smt. Geeta Kathpalia, Group Coordinator & Scientist G	geeta@meity.gov.in	011-24301411 9810710914	High Level Committee (HLC) recommendations Availability of funds for the specify activity IFD concurrence Secretary / Minister of Electronics & Information Technology (MEIT) approval	UC for the previous release and progress report & HLC Recommendations.
8	Sanctioning of incentives to industry under Modified	Ms Vandana Srivastava,	vandana.srivastava@meity.gov.in	011-24301387	<ul style="list-style-type: none"> • Receipt application of 	1. Complete application with application fees and DPR 2. Technical/

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	Special Incentive Package Scheme (M-SIPS)	Director		9910202818	<ul style="list-style-type: none"> Assigning of applications to appraisal Consultants for appraisal of Project Examination for appraisal including seeking information on deficiencies / clarifications from applicants 4) Obtaining recommendations of Appraisal Committee once application is recommended by appraisal consultant Seeking approval of competent authority Conveying the approval. 	Financial/Capex/ Land Details along with supporting documents
9	Release of incentives to industry under Modified Special Incentive Package Scheme (M-SIPS)	Ms Vandana Srivastava, Director	vandana.srivastava@meity.gov.in	011-24301387 9910202818	<ul style="list-style-type: none"> Receipt of application Examination for release including seeking information on deficiencies from applicants, as per terms and conditions of the Sanction 	<ol style="list-style-type: none"> Complete application Details as per terms and conditions of approval along with supporting documents

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					<ul style="list-style-type: none"> • Seeking approval of competent authority • Issuance of sanction letter for release of funds. 	
10	<p>Appraisal of New Projects for consideration of financial support in:</p> <p>(i) R&D in Electronics</p> <p>(ii) R&D in IT</p> <p>(iii) R&D in CC&BT</p> <p>(iv) R&D in Cyber Security</p> <p>(v) Human Resource Development (HRD)</p>	<p>Shri Tara Shankar, Scientist G</p> <p>Dr. Manoj Jain, Scientist F</p> <p>Ms. Sangeeta Arora, Scientist F</p> <p>Dr. Somnath Chandra, Scientist E</p> <p>Shri Anil Kumar Pipal, Scientist F</p>	<p>taras@meity.gov.in</p> <p>mjain@meity.gov.in</p> <p>sarora@meity.gov.in</p> <p>schandra@meity.gov.in</p> <p>pipal@nic.in</p>	<p>011-24364736</p> <p>011-24301280 9868869196</p> <p>9899065324 / 011-24301302</p> <p>011-24301356/ 9810162489</p> <p>011-24301323 011-24364777</p>	<p>Common to all:</p> <ul style="list-style-type: none"> • Receipt of Project Proposals in the prescribed format duly completed. • Evaluation of the Project Proposals by the Working / Expert / Empowered Group. <p>Recommendation(s) of the Working / Expert / Empowered Group(s) for the project.</p> <ul style="list-style-type: none"> • Approval of the Project Proposals by Competent Authority. • Availability of funds for the specific activity. • IFD concurrence • Approval of Secretary / Minister 	<p>Common to all:</p> <ol style="list-style-type: none"> 1. Completed Documents (including Detailed Project Report) as per the General Financial Rules (GFR) for Grant-in-Aid (GIA) support. 2. Minutes of the Working Group meeting. 3. Acceptance of Terms & Conditions by the Implementing Agency. 4. Utilization Certificate (UC) for the previous releases (if any).

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					of Electronics & Information Technology (MEIT).	
11	<p>Release of funds to ongoing projects:</p> <p>(i) R&D in Electronics</p> <p>(ii) R&D in IT</p> <p>(iii) R&D in CC&BT</p> <p>(iv) R&D in Cyber Security</p> <p>v) Human Resource Development (HRD)</p>	<p>Shri Tara Shankar, Scientist G</p> <p>Dr. Manoj Jain, Scientist F</p> <p>Ms. Sangeeta Arora, Scientist F</p> <p>Dr. Somnath Chandra, Scientist E</p> <p>Shri Anil Kumar Pipal, Scientist F</p>	<p>taras@meity.gov.in</p> <p>mjain@meity.gov.in</p> <p>sarora@meity.gov.in</p> <p>schandra@meity.gov.in</p> <p>pipal@nic.in</p>	<p>011-24364736</p> <p>9868869196 / 011-24301280</p> <p>9899065324 / 011-24301302</p> <p>011-24301356 / 9810162489</p> <p>011-24301323 / 011-24364777</p>	<p>Common to all:</p> <ul style="list-style-type: none"> • Recommendation of Project Review & Steering Group (PRSG) / Working Group (WG) • Submission of acceptable Utilization Certificate (UC) • Availability of funds for the specify activity • IFD concurrence • Approval of Secretary / Minister of Electronics & Information Technology (MEIT). 	<p>Common to all:</p> <ol style="list-style-type: none"> 1. Complete DPR 2. WG minutes 3. Acceptance of Terms & Conditions by the Implementing Agency 4. Technical & Financial Progress Reports 5. Acceptable Utilization Certificate (UC) for the specific project as well as all other projects sponsored by MeitY. 6. Request to release installment.
12	<p>Release of Grants to National Supercomputing Mission (NSM)</p> <p>R&D in Electronics</p>	<p>Sh. S.A.Kumar, Scientist F</p>	<p>skumar@meity.gov.in</p>	<p>011-24361186 / 9868943579</p>	<ul style="list-style-type: none"> • Evaluation and review of mission activities by NSM Technical Advisory Committee (NSM-TAC) and NSM Executive Board (NSM-EB) 	<ol style="list-style-type: none"> 1. Progress reports 2. Minutes of the recommendations by NSM-EB, NSM-TAC 3. UC of earlier releases.

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					<ul style="list-style-type: none"> • Recommendations of NSM-TAC, NSM-EB • Concurrence of IFD • Availability of Funds • Approval of Competent Authority (Secretary/MeitY) 	
13	Timely recommendations to Directorate General of Foreign Trade (DGFT) as concerned Administrative Ministry from technical angle in respect of ratification of norms pertaining to Advance Licenses/ Advance Authorizations after receipt of complete applications from DGFT and information on deficiencies from the applicant	Ms Asha Nangia Scientist G	asha.nangia@gov.in	011-24301268 011-24359904	<ul style="list-style-type: none"> • Receipt of application from DGFT • Technical Evaluation • Reporting of deficiencies and obtaining clarifications • Approval of competent authority • Conveying recommendation to DGFT 	<ol style="list-style-type: none"> 1. Complete application 2. Technical write-up / specifications etc.
14	Timely recommendations to DGFT as concerned Administrative Ministry in respect of applications for issuance of license for import of Restricted Items after receipt of complete applications from DGFT and	Ms Asha Nangia Scientist G	asha.nangia@gov.in	011-24301268 011-24359904	<ul style="list-style-type: none"> • Receipt of application from DGFT • Technical Evaluation • Reporting of deficiencies and obtaining clarifications 	<ol style="list-style-type: none"> 1. Complete application 2. Technical write-up / specifications for import etc.

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	information on deficiencies from the applicant				<ul style="list-style-type: none"> • Approval of competent authority • Conveying recommendation to DGFT 	
15	Timely issuance of Concessional Customs Duty Certificates under relevant Notifications of Department of Revenue	Ms Asha Nangia Scientist G	asha.nangia@gov.in	011-24301268 011-24359904	<ul style="list-style-type: none"> • Receipt of application from the Industry • Technical Evaluation • Reporting of deficiencies and obtaining clarifications • Approval of competent authority • Issuance of Concessional Custom Duty Certificate (CCDC) 	<ol style="list-style-type: none"> 1. Complete application 2. Technical write-up/specifications/ Justification for import etc.
16	Empanelment of Information Security Auditing Organisations.	Smt. Savita Utreja, Scientist G	sutreja@meity.gov.in	011-24301229 9560400997	<ul style="list-style-type: none"> • Receiving and scrutiny of applications • Off-line in-house Practical Skills Test for successful applications • On-line Practical Skills Test for the applications successfully 	<ol style="list-style-type: none"> 1. Application form along with required annexure 2. Audit Reports. 3. Processing Fees of Rs.5000/- is applicable (in the form of DD).

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					<p>qualifying step-2 (above)</p> <ul style="list-style-type: none"> • Personal Interaction Session (PIS) for the applications successfully qualifying step-3 (above) • Intimation of successful/ unsuccessful empanelment to the applicants 	
17	Respond to Security incident	Sh Amardeep Singh Chawla, Scientist G	aschawla@meity.gov.in	011-24364737 9717222557	<p>Reporting of cyber security incidents to Incident Response Helpdesk via a) email-incident@cert-in.org.in, b) Tel:- 011-24368572 Tel:-1 800-11-4949 (Toll free), c) Fax:- 011-24368546 Fax:- 1800-11-6969 (Toll free),</p> <p>Initial examination and registration of cyber security incident, Analysis and response of cyber security incident.</p>	Incident Reporting form
18	Issuance of security alerts on latest threats and vulnerabilities	Sh Amardeep Singh	aschawla@meity.gov.in		<ul style="list-style-type: none"> • Tracking of latest threats & vulnerabilities, 	1. Vulnerability Reporting form, 2. Security alerts,

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		Chawla, Scientist G		011-24364737 9717222557	<ul style="list-style-type: none"> • Preparation of security alerts, advisories & vulnerability notes, • Publishing of security alerts, advisories & vulnerability notes on ICERT websites, • Sending security alerts, advisories & vulnerability notes via email to registered users through mailing list. 	advisories & vulnerability notes
19	Enrolment and updation of Aadhaar	Sh Ashok Kumar, A.D.G, UIDAI	adg.eu@uidai.net.in	011-23478402	Process is available at url:- https://uidai.gov.in/ecosystem/enrolment-ecosystem.html	Documents required are available at https://uidai.gov.in/ecosystem/enrolment-documents.html
20	Authentication	Sh Yashwant Kumar, A.D.G, UIDAI Ms Deepali Sharma, A.D.G, UIDAI	yashwant.kumar@uidai.net.in deepali.sharma@uidai.net.in	011-23478604 011-23478602	Authentication may be performed by a resident by providing Aadhaar number and his identity information (Demographic and/or Biometric and/or OTP). e-KYC may be performed by a resident by providing Aadhaar number and his identity information	

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					(Biometric and/or OTP).	
21	Printing and delivery of Aadhaar letters	Sh. Ajai Chandra, A.D.G, UIDAI	ajai.chandra@uidai.net.in	011-23462605	<ul style="list-style-type: none"> • After generation of Aadhaar number or on updation of demographic data (excluding mobile number and email ID), Aadhaar letter is printed and dispatched to resident at the address provided at the time of enrolment or at updated address. The Aadhaar letters are delivered through the Department of Posts as First Class Digitally Franked articles (Ordinary Post). • Resident can download electronic version of Aadhaar by visiting link at https://www.eaadhaar.uidai.gov.in, which is a digitally signed document. The data on electronic version is same as that on Aadhaar letter. • UIDAI has started Order Aadhaar reprint (OAR) Service from 01.12.2018 on its 	---

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					website https://resident.uidai . gov.in/order-reprint to facilitate residents to get their reprinted Aadhaar letter with nominalcharges of Rs.50/- in case resident to have a new copy. This is premium service launched by UIDAI in which OAR letters are delivered through Speed Post service of India Post.	
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Note: Documents Required / Fees applicable: More details can be had from <https://meity.gov.in/> & other concerned websites.