

### Main Services / Transactions

#	Services / Transaction	Officer Responsible (Designation)	Email	Mobile/ Phone No.	Process	Documents Required / Fees applicable
1	Approval of proposals for Setting up of State Wide Area Networks (SWANs)	Shri A K Balani (Sr. Director)	<a href="mailto:akbalani@DeitY.gov.in">akbalani@DeitY.gov.in</a>	(011-24364755) 9810601683	Approval of State DPRs by Empowered Committee (EC) on SWAN Scheme	Minutes of EC
2	Release of Installments to State Governments for SWAN	Shri A K Balani (Sr. Director)	<a href="mailto:akbalani@DeitY.gov.in">akbalani@DeitY.gov.in</a>	(011-24364755) 9810601683	Submission of signed TOR and Subsequently submission of Utilization Certificate (UC)	ToR, UC & Minutes of State Implementation Committee Meetings
3	Approval of proposals of State Governments for State Data Centres (SDCs)	Smt. Renu Buddhiraja (Sr. Director)	<a href="mailto:renu@deity.gov.in">renu@deity.gov.in</a> , <a href="mailto:rbudhiraja@mit.gov.in">rbudhiraja@mit.gov.in</a>	011-24363132 9871091515	Approval of State DPRs by Empowered Committee (EC) on SDC Scheme	Minutes of EC
4	Release of Installment to State Governments for State Data Centres (SDCs)	Smt. Renu Buddhiraja (Sr. Director)	<a href="mailto:renu@deity.gov.in">renu@deity.gov.in</a> , <a href="mailto:rbudhiraja@mit.gov.in">rbudhiraja@mit.gov.in</a>	011-24363132 9871091515	Submission of signed TOR and Subsequently submission of Utilization Certificate (UC)	ToR, UC & Minutes of State Implementation Committee Meetings
5	Approval of proposals for Setting up of Common Service Centres (CSCs)	Shri P.R. Chandekar	<a href="mailto:pravin.chandekar@deity.gov.in">pravin.chandekar@deity.gov.in</a>	011-24301216	Approval of State Proposals by Empowered Committee of CSC Scheme	Minutes of Empowered Committee
6	Release of Installments to State Governments for Common Service Centres	Shri P.R.	<a href="mailto:pravin.chandekar@deity.gov.in">pravin.chandekar@deity.gov.in</a>	011-	Submission of UC by State Government and approval by IFD of DeitY	Utilization Certificates

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	(CSCs)	Chandekar	<a href="mailto:ar@deity.gov.in">ar@deity.gov.in</a>	24301216		
7	Appraisal of Mission Mode Projects (MMPs)	Shri Trilok Chandra (Director)	<a href="mailto:Trilok.chandra@nic.in">Trilok.chandra@nic.in</a>	011-23463464 9811990469	Appraisal in DeitY and NeGD based on inputs of the appraisal team	Project document in soft copy
8	Organizing Leadership meet & training programmes by CB Division	Shri Trilok Chandra (Director)	<a href="mailto:Trilok.chandra@nic.in">Trilok.chandra@nic.in</a>	011-23463464 9811990469	Finalization of dates by NeGD in consultation with State Governments	Communication of dates by State Government
9	Timely approval of proposals for R&D / Innovative projects in e-Gov.	Shri Trilok Chandra (Director)	<a href="mailto:Trilok.chandra@nic.in">Trilok.chandra@nic.in</a>	011-23463464 9811990469	Approval of projects in DeitY by competent authority	Detailed Project Report
10	Timely recommendations to 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 (Director)	<a href="mailto:anangia@deity.gov.in">anangia@deity.gov.in</a>	011-24369904 9910934307	1) Receipt of application from DGFT 2) Technical Evaluation 3) Reporting of deficiencies and obtaining clarifications 4) Approval of competent authority 5) Conveying recommendation to DGFT	1. Complete application 2. Technical write-up / specifications etc.
11	Timely recommendations to DGFT as concerned	Ms Asha Nangia	<a href="mailto:anangia@deity.gov.in">anangia@deity.gov.in</a>	011-24369904	1) Receipt of application from DGFT 2) Technical Evaluation 3)	1. Complete application 2.

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	Administrative Ministry in respect of applications for issuance of license for import of Restricted Items after receipt of complete applications from DGFT and information on deficiencies from the applicant	(Director)		9910934307	Reporting of deficiencies and obtaining clarifications 4) Approval of competent authority 5) Conveying recommendation to DGFT	Technical write-up / specifications / Justification for import etc.
12	Timely issuance of Concessional Customs Duty Certificates under relevant Notifications of Department of Revenue	Ms Asha Nangia (Director)	<a href="mailto:anangia@deity.gov.in">anangia@deity.gov.in</a>	011-24369904 9910934307	1) Receipt of application from the Industry 2) Technical Evaluation 3) Reporting of deficiencies and obtaining clarifications 4) Approval of competent authority 5) Issuance of CCDC	1. Complete application 2. Technical write-up / specifications / Justification for import etc.
13	Sanctioning of incentives to industry under Special Incentive Package Scheme (SIPS)	Ms Vandana Srivastava, (Additional Director)	<a href="mailto:Vandana.srivastava@nic.in">Vandana.srivastava@nic.in</a>	011-24301168 9910202818	1) Receipt of application 2) Examination for appraisal including seeking information on deficiencies / clarifications from applicants 3) Obtaining recommendations of Appraisal Committee 4) Seeking approval of competent authority 5) Conveying the approval	1) Complete application with application fees and DPR 2) Technical/Financial Details along with supporting documents
14	Release of incentives to industry under Special Incentive Package Scheme	Ms Vandana Srivastava, (Additional	<a href="mailto:Vandana.srivastava@nic.in">Vandana.srivastava@nic.in</a>	011-24301168	1) Receipt of application 2) Examination for release including seeking information on	1) Complete application 2) Details as per terms and

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	(SIPS)	Director)		9910202818	deficiencies from applicants, as per terms and conditions of the Sanction 3) Seeking approval of competent authority after allocation of funds by Planning Commission 4) Issuance of sanction letter for release of funds	conditions of approval along with supporting documents
15	Appraisal of New Projects for consideration of financial support in R&D in ( IT / Electronics / CC&BT)	Dr Debashish Dutta / Shri B.M.Baweja  (Both Officers are Senior Directors & Group Coordinators)	<a href="mailto:dutta@deity.gov.in">dutta@deity.gov.in</a> / <a href="mailto:bmbaweja@deity.gov.in">bmbaweja@deity.gov.in</a>	011-24364321/ 011-24363071	1. Receipt of Project Proposals in the prescribed format duly completed. 2. Evaluation of the Project Proposals by the Working / Expert / Empowered Group. 3. Recommendation(s) of the Working / Expert / Empowered Group(s) for the project. 4. Approval of the Project Proposals by Competent Authority.	1) Documents as per the General Financial Rules (GFR) for Grant-in-Aid (GIA) support. 2) Minutes of the Working Group meeting.
16	Release of funds to ongoing projects: R&D in ( IT / Electronics / CC&BT).	Dr Debashish Dutta / Shri B.M.Baweja  (Both Officers are Senior	<a href="mailto:dutta@deity.gov.in">dutta@deity.gov.in</a> / <a href="mailto:bmbaweja@deity.gov.in">bmbaweja@deity.gov.in</a>	011-24364321/ 011-24363071	Recommendation of Project Review & Steering Group (PRSG) and submission of acceptable Utilization Certificate (UC)	1) T & I Progress Reports 2) Acceptable UC 3) UC for the specific project as well as all other projects sponsored by DIT in the Institute.

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		Directors & Group Coordinators)				
17	Timely release of funds to NIC / NICS for NKN as per recommendations of High Level Committee (HLC)	Shri A.K Balani (Scientist 'G')	<a href="mailto:akbalani@deity.gov.in">akbalani@deity.gov.in</a>	011-24364755 9810601683	1. HLC recommendations 2. Availability of funds for the specify activity 3. IFD concurrence 4. Secretary / MCIT approval	UC for the previous release and progress report & HLC Recommendations.
18	Initiation of New Projects and Release of funds	Shri Anil Kumar Pipal (Scientist 'F')	<a href="mailto:pipal@nic.in">pipal@nic.in</a>	011-24364777 / 24301323	1. Working Group recommendations 2. Availability of funds for the specify activity 3. IFD concurrence 4. Approval of Secretary / MCIT	1. Complete DPR 2. WG minutes 3. Acceptance of Terms & Conditions by the Implementing Agency 4. UC for the previous releases (if any)
19	Appraisal of New R&D Projects for consideration of financial support	Dr. P S Nageswara Rao (Scientist 'G')	<a href="mailto:pnrao@nic.in">pnrao@nic.in</a>	011-24301456 09968308205	i) Receipt of Project Proposals in the prescribed format duly completed ii) Evaluation of the Project Proposals by the Working/Expert/Empowered Group iii) Approval of the Project Proposals by Competent Authority	i) Fully completed project proposals in the prescribed format fulfilling the eligibility criteria mentioned in General Financial Rules (GFR) for Grant-in-Aid (GIA) support, (ii) Supporting documents as mentioned in GFR for

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						GIA support, (iii) Complete Utilization Certificates for the releases made to the Organization submitting the project proposal
20	Keep current the empanelled list of IT security auditors (*)	Smt. Savita Utreja (Scientist 'F')	<a href="mailto:sutreja@deity.gov.in">sutreja@deity.gov.in</a>	011-24301229 9560400997	Receiving and scrutiny of applications ii) Off-line in-house Practical Skills Test for successful applications iii) On-line Practical Skills Test for the applications successfully qualifying step-2 (above) iv) Intimation of successful / unsuccessful empanelment to the applicants	Application form along with required annexure (*)  <b>(* – Note: Processing Fees of Rs.5000/- is applicable (in the form of DD).</b>
21	Respond to Security incident	Sh Amardeep Singh Chawla. (Scientist , 'F')	<a href="mailto:aschawla@deity.gov.in">aschawla@deity.gov.in</a>	011-24364737 9717222557	i) Reporting of cyber security incidents to Incident Response Helpdesk via a) <a href="mailto:email-incident@cert-in.org.in">email-incident@cert-in.org.in</a> , b) Tel:- 011-24368572 Tel:-1 800-11-4949 (Toll free), c) Fax:- 011-24368546 Fax:- 1800-11- 6969 (Toll free), ii) Initial examination and registration of cyber security incident, iii) Analysis and	Incident Reporting form

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					response of cyber security incident.	
22	Issuance of security alerts on latest threats and vulnerabilities	Sh Amardeep Singh Chawla (Scientist ,F')	<a href="mailto:aschawla@deity.gov.in">aschawla@deity.gov.in</a>	011-24364737 9717222557	i) Tracking of latest threats & vulnerabilities, ii) Preparation of security alerts, advisories & vulnerability notes, iii) Publishing of security alerts, advisories & vulnerability notes on ICERT websites, iv) sending security alerts, advisories & vulnerability notes via email to registered users through mailing list.	i) Vulnerability Reporting form, ii) Security alerts, advisories & vulnerability notes
23	Enrolment and updation of Aadhaar	Sh Ashok Kumar, A.D.G	ashok.kumar@uidai.net.in	011-23466840	Process is available at url :- <a href="https://resident.uidai.net.in/">https://resident.uidai.net.in/</a>	Documents required are available at <a href="https://resident.uidai.net.in/">https://resident.uidai.net.in/</a>
24	Authentication	Sh Yashwant Kumar, A.D.G	yashwant.kumar@uidai.net.in	011-23462606 23462617 Hari om agarwal dd.	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	---

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					information (Biometric and/or OTP)	
25	Printing and delivery of Aadhaar letters	Ms Deepali Sharma, A.D.G	deepali.sharma@uidai.net.in	011-23462605	<p>1) After generation of Aadhar 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).</p> <p>2). Resident can download electronic version of Aadhaar by visiting link at <a href="https://eaadhaar.uidai.gov.in">https://eaadhaar.uidai.gov.in</a> which is a digitally signed document. The data on electronic version is same as that on Aadhaar letter.</p>	---

**Note: Documents Required / Fees applicable:** More details can be had from [www.deity.gov.in](http://www.deity.gov.in) & other concerned websites.