

Government of India
National Informatics Centre
Department of Information Technology
Ministry of Communications and Information Technology
A- Block, CGO Complex, Lodhi Road
New Delhi-110 003

Office Memorandum

Dated:- 18 August , 2006
21

Subject:-Constitution of Task Force for preparation of Policy Document on E- Forms under the National e-Governance Programme (NeGP).

The undersigned is directed to say that with the approval of the Competent Authority, a Task Force for preparation of Policy Document on e- Forms under the National e-Governance Programme (NeGP) consisting of the following members is constituted:

Dr. S.C. Gupta, Senior Technical Director, NIC Chairman

Members

1. Prof. T.V. Geetha, Anna University, Chennai
2. Ms. P.P. Joag, Senior Technical Director, NIC , Pune.
3. Dr. P. Balasubramanian, Senior Technical Director, NIC, New Delhi
4. Ms. Amita Rani Gupta, Senior Technical Director, NIC, New Delhi
5. Mr. Ramachandran, Technical Director & SIO, Pondicherry
6. Ms. Pratibha Lokhande, Principal Systems Analyst, NIC New Delhi
7. Mr. Vidha Shankar, Secretary, IIT Law, Bangalore
8. Representative from STQC.
9. Representative from DARPG.
10. Ms. Kavita Bhatia, Scientist D, E- Governance Division, Department of Information Technology.
11. Mr. Vikas Kanungo, CEO, SpeG
12. Representative from IBM
13. Representative from Microsoft
14. Representative from Oracle
15. Representative from Adobe
16. Representative from EMC
17. Representative from NewGen

Member Convener:- Mr. Syed Usman, Scientist "C", NIC, New Delhi.

2. The Terms of Reference to the Task Force for preparing Policy paper on 'e-Forms' will be as follows:

- (a) Policy guidelines on e-forms will be based on e-Forms v2.0 document, which is the outcome of the two days summit on e-forms
- (b) Manage interaction with similar initiatives and standards bodies elsewhere in the world;
- (c) Policy to be product independent and based on standards as far as possible.
- (d) Create a supporting framework for implementation and validation.
- (e) Identify materials to facilitate wide scale adoption
- (f) A quorum of group participants support any formal decision of the group.
- (g) Setting timeline for the release of initial policy to the Apex Body of Standards of DIT.
- (h) Identify project for immediate implementation to validate the document and refine based on feedback.
- (i) Policy revision based on feedback during the first year of implementation of the policy
- (j) Change control of the Draft policy document and Version Management.

3. This task force shall submit its draft policy document on e-Forms by 15th September 2006.

4. TA/DA of non-official members for attending the meeting will be paid as admissible to Class I Officer of the Government of India as per SR 190 (a). The expenditure on TA/DA of the Officials will be borne by the respective Central Ministry/Central Department /State Governments to which they belong.

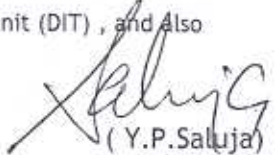
5. The Task Force will be serviced by the E-Governance Standards Division of the National Informatics Centre.

sd/ —
(Y.P.Saluja)
Deputy Director

To,
All Members of the Task Force.

Copy also for information to:

1. Office of the Director General, NIC
2. Additional Secretary, e-Governance, DIT
3. Deputy Director General, e-Governance Standards, NIC
4. Head, e-Governance Standards Division
5. Director (e-GOV Standards), e-Governance Programme Management Unit (DIT), and also Member - Convenor, Apex Body on Standards in DIT.


(Y.P.Saluja)
Deputy Director