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Institutional Mechanism for e-Governance Standards Formulation

Department of Electronics & Information Technology
Ministry of Communications & Information Technology
New Delhi

Metadata of the Document

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1.	Title	Institutional Mechanism for e-Governance Standards Formulation
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6.	Publisher	Department of Electronics and Information Technology (DeitY), Ministry of Communications & Information Technology (MCIT), Government of India (GoI)
7.	Date of Publishing	
8.	Type of Standard Document (<i>Policy / Technical Specification/ Best Practice /Guideline / Procedure</i>)	Procedure (Internal Purpose only)
9.	Enforcement Category (<i>Mandatory / Recommended</i>)	Mandatory
10.	Creator (<i>An entity primarily responsible for making the resource</i>)	eGSD (NIC)
11.	Contributor (<i>An entity responsible for making contributions to the resource</i>)	1. DeitY 2. NIC
12.	Brief Description	To describe basic rules, principles and procedures to be followed for formulation of e-Governance Standards.
13.	Target Audience (<i>Who would be referring / using the document</i>)	All stakeholders under GoI (eGD (DeitY), eGSD(NIC), eGD(STQC), Expert Committees

S. No.	Data elements	Values
14.	Owner of approved standard	DeitY, MCIT, New Delhi
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16.	Subject. Category (Sub Area within major area)	Institutional Mechanism
17.	Coverage. Spatial	INDIA
18.	Format (PDF /A at the time of release of final document)	PDF
19.	Language (To be translated in other Indian languages later)	English
20.	Copyrights	DeitY, MCIT, New Delhi
21.	Source (Reference to the resource from which present resource is derived)	
22.	Relation (Related resources)	Institutional Mechanism for Standards Formulation

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1 Scope

1.1. Objective

To describe basic rules, principles and procedures to be followed for formulation of e-Governance Standards.

“Formulation of a Standard” means a process of evolving and documentation of a standard, in compliance with the [Policy on Open Standards](#). The process may consist of:

- **Adoption** of an already existing National / Global Standard, which fulfills the need/policy Or
- Need based **Adaptation** (customization / extension) of an existing National / Global Standard Or
- Need based formulation **of a New Standard** based on best practices /global solutions

Aim of Standards formulation for e-Governance Applications:

- a) To ensure smooth flow of information between citizen, business and Governments (State and Central) by having interoperable systems which are scalable for future transaction volumes and frequencies;
- b) To make requirements and specifications available in the public domain,
- c) To promote reduction of effort (cost by variety reduction) and risk leading to economic solution;
- d) To protect consumer interests by facilitating adequate and consistent quality of information and services with human centric design of systems;
- e) To provide users a common terminology and a framework for communicating technologies across different domains;
- f) To avoid Vendor lock-in.

1.2. Types of Standards Documents

The Standards documents may be any of the following types:

- a) Policy
- b) Framework
- c) Technical Specification(s)
- d) Best Practices
- e) Guidelines
- f) Process

Institutional Mechanism for e-Governance Standards Formulation

Policy – The Standard document which provides a set of principles and associated instructions. These should be mandated in an organization and enforced by the concerned authority so that the policy is adhered to.

Framework – The Standard document provides an outline, or a structure related to a concerned area which can be used as a guide to build/expand the structure into something useful in that area.

Technical Specification –The Standard document establishes technical requirements and specifications for processes, practices and methods in a concerned area. They contain the provisions necessary to verify compliance.

Guidelines – The Standard document provides guidelines as recommended practices which describes a general principle, rule or piece of advice that is followed when in pursuit of a specific goal. These provide instructions for the implementation of any standards.

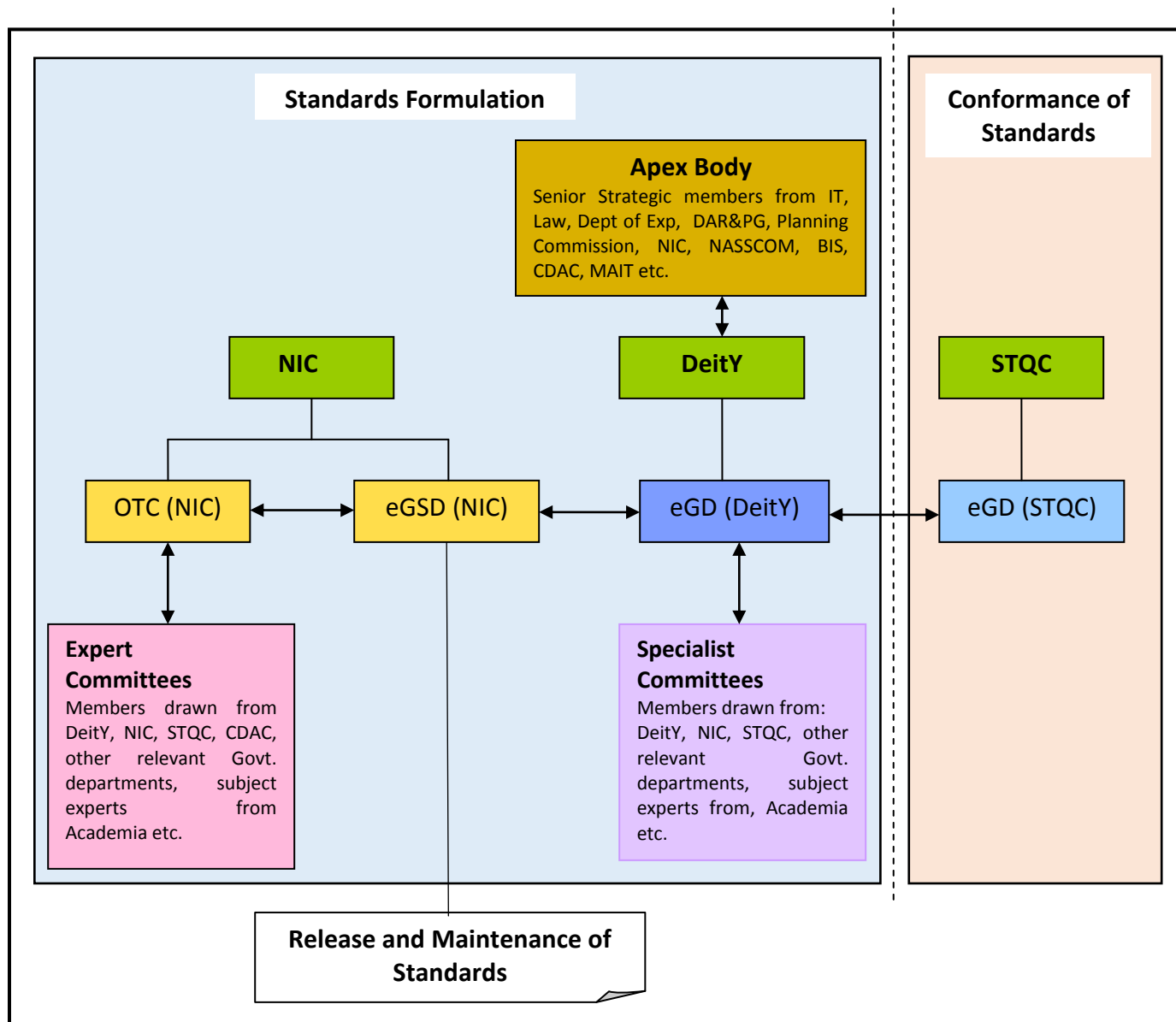
Best Practices – The Standard document advises a methodology or technique that, through experience and research, has proven to be consistent and sustainable. Best Practices also provide a set of most efficient or prudent course of action to achieve desired results in the concerned area.

Process - A process is a series of well-defined step-by-step sequence of activities/procedures involved to reach the end goal.

2 Institutional Mechanism for Standards Formulation

2.1. Institutional Mechanism

Department of Electronics and Information Technology (DeitY), Govt. of India, has set up an Institutional Mechanism for Standards Formulation. This activity is governed by an Apex body headed by Secretary, DeitY.



Institutional Mechanism for e-Governance Standards Formulation

2.2. Stakeholders and their roles

	Stakeholder	Role
a.	Apex Body Apex Body chaired by the Secretary, DeitY Members from: Senior Strategic members from DeitY, Law, Dept of Exp, DAR&PG, Planning Commission, NIC, NASSCOM, BIS, CDAC, MAIT etc..	a. Act on behalf of Government of India and design the <u>broad policy</u> for setting standards for the e-Governance initiatives in India; b. Guide on the issues of strategy, conflict resolution and the exemptions; c. Approve the recommended Standards, after ensuring that due processes have been followed d. Ensure that the Standards recommended are in conformity with the relevant international Standards (where appropriate)
b.	PRSG Project Review Steering Group, chaired by Secretary DeitY (Combined PRSG OTC & Standards)	a. Review the <u>Financial and Technical Progress</u> of the Project
c.	eGD(DeitY) e-Governance Division, DeitY	a. Set Priorities for Standards Formulation in view of requirements of National e-Governance Program (NeGP); b. Review, on periodic basis, the functioning of the processes laid for standardization; c. Constitute Specialist Committees for formulation of Policies in the identified priority areas; d. Review draft Standard documents; e. Review feedback received from 'Closed Group Review & Public Review' on draft documents and ensure that the same is considered by the Expert Committees. f. Submit draft recommendations received from eGSD(NIC) to Apex Body for review and approval g. Mandate the implementation of Standards in Ministries/Departments at Central & State Governments wherever required, otherwise recommend the same h. Organize awareness & promotional activities regarding standardization

Institutional Mechanism for e-Governance Standards Formulation

	Stakeholder	Role
d.	SC Specialist Committees coordinated by DeitY	a. Work on Policy areas identified by DeitY with respect to Standards Formulation
e.	eGD(STQC) e-Governance Division, STQC	a. Liaise with national and international standardization bodies for harmonization and acceptance of these Standards; b. Conformance of standards (mandatory)
f.	eGSD(NIC) e-Governance Standards Division, NIC	a. Steer and manage the standardization activities; b. Release and maintain formulated Standards; c. Constitute Expert Committees, with due approval from DeitY, in the Technology areas, which are identified as priority areas by DeitY d. Co-ordinate and steer Expert committees for Standards formulation; e. Coordinate and steer the Domain Committees for formulation of Domain specific Metadata and data Standards (MDDS) f. Validate / ensure compliance of formulated standards against National Policy on Open Standards, in case of conflicting comments of the reviewing agencies; g. Coordinate and monitor progress of the Expert Committees, Domain Committees, and OTC(NIC), for review of draft standards; h. Submit draft document, draft recommendations to DeitY for review and further submission for approval by Apex Body wherever appropriate; i. Develop and maintain web site for sharing of documents / white papers / proceedings / events announcements etc.
g.	OTC(NIC) Open Technology Centre, NIC	a. Help the project teams in the adoption of Open Standards b. Provide outsourced / Wet-Leased Expert manpower support to the Expert Committees, & eGSD(NIC), whenever required so. Provide funding support to Expert Committees

Institutional Mechanism for e-Governance Standards Formulation

	Stakeholder	Role
h.	Expert Committees (EC) Expert Committees coordinated by OTC(NIC)	a. Formulate Technical Standards/framework/ Guidelines / Best practices/ Process in the priority areas setup by DeitY under pre-defined terms of reference and the laid down procedure for the same, in accordance with Policy on Open Standards b. Incorporate feedback received from different agencies in various stages of Standards Formulation. c. Review Draft Technical Standards/ Framework/ Best practices/ Guidelines / Process

3 Procedure / Practice to be followed

3.1. Stages of Standards Formulation

Stage	Expected outcome	Ownership : Creation and Revision Rights	Reviewing Agency
3	Top level Document	Expert Committee	
2	Draft Document 2a. Preparation of draft Document 2b. Closed group review 2c. Public Review	2a. Policies: eGD(DeitY)/ Specialist Committee	2b. Closed Group Review - Specialist committee - eGD(DeitY) - eGD(STQC) - OTC(NIC) - eGSD(NIC) - Any other stakeholder(s) recommended by the committee
		2a. Technical Specifications/framework: OTC(NIC)/ Expert Committee 2a. Guidelines/ Best practices/Process eGSD(NIC) / eGD(DeitY)/Expert Committee	2b. Closed Group Review - Expert committee eGD(DeitY) - eGD(STQC) - OTC(NIC) - eGSD(NIC) - Any other stakeholders recommended by the Specialist committee/ Expert Committee 2c. Public Review
1	Draft Recommendation	----- do-----	Apex body
0	Standard ready for release by eGSD(NIC)	----- do-----	

Institutional Mechanism for e-Governance Standards Formulation

Note: For the standards, which do not require vetting against Policy on Open Standards, Closed group review and Public review would be done simultaneously.

3.2. Detailing of Standards Formulation Process

3.2.1. Policies formulation by Specialist Committees

Activity	Stage & Ideal Time line
1. eGD(DeitY) to identify priority area to be taken up for Policy formulation on the basis of recommendations of NeGP/ Government's e-Governance requirements etc. 2. eGD(DeitY) to constitute relevant Specialist Committee and issue Terms of Reference (TOR); 3. eGSD(NIC) to handover top level documents, if any, available, to the Specialist Committee	Stage 3
4. Specialist Committee to prepare draft policy document as per the Performa at Annexure – 4;	Stage 2a As per TOR
5. Specialist committee to submit draft document to eGSD(NIC) through eGD (DeitY) for review comments by Closed group: a. eGD(DeitY) b. eGD(STQC) c. OTC(NIC) d. eGSD(NIC) e. Any other stakeholders recommended by the specialist committee Note: The draft policy document would be made available on the e-Governance Standards portal https://egovstandards.gov.in for review comments by the above stakeholders.	Stage 2b Time Line: 4 weeks
6. Specialist committee to incorporate suggestions and bring out Draft Recommendations. 7. Specialist Committee to submit Draft recommendations to DeitY through eGSD(NIC) for submission to Apex Body for review and approval 8. Apex Body to review the draft recommendation and either:	Stage 1 Time Line 4 weeks

Institutional Mechanism for e-Governance Standards Formulation

Activity	Stage & Ideal Time line
i. Approve the Policy as proposed OR ii. Send the Policy back to the Specialist committee for incorporation of comments through eGD(DeitY), and go through the iterative loop of – Revision of document → Closed Group Review → Apex Body Review –till the policy is approved by Apex Body OR iii. eGD(DeitY) to incorporate the changes directly, in case the changes do not affect the basic theme, and obtain approval of Apex body.	
9. DeitY to formally forward the approved Policy document to eGSD(NIC) for release.	Stage 0

Note: The Specialist committee has to maintain log of review comments, and actions taken in the stages 2b, and 1.

Refer Annexure 1 for Graphical representation of documents' flow

3.2.2. Technical Specification / Framework formulation by Expert Committees

Activity	Stage & Ideal Time line
1. eGD(DeitY) to inform NIC about identified priority area to be taken up for Technical Specifications/ Framework on the basis of recommendations of NeGP/ Government's e-Governance requirements etc; 2. eGSD(NIC) in consultation with DeitY to form relevant Expert Committee and issue Terms of Reference (ToR) ; 3. eGSD(NIC) to handover top level documents, if any, to the Expert Committee ;	Stage 3
4. Expert committee to study International Standards and formulate standards in line with Policy on Open Standards; 5. Expert Committee to prepare draft standard document as per the Performa at Annexure – 4	Stage 2a As per TOR
6. Expert committee to submit draft document to eGSD(NIC) through OTC (NIC) for review comments by Closed group :	Stage 2b Time line 4 weeks

Institutional Mechanism for e-Governance Standards Formulation

Activity	Stage & Ideal Time line
a. eGD(DeitY) b. eGD(STQC) c. OTC(NIC) d. eGSD(NIC) e. Any other stakeholders recommended by the Expert committee Note: The draft document would be made available on https://egovstandards.gov.in for review comments by the above stakeholders and validation against Policy on Open Standards;	
7. Expert committee to incorporate the feedback /corrections and submit again to eGSD(NIC) for review comments by public; Note: The draft document to be made available to public for review on the e-Governance Standards portal, https://egovstandards.gov.in; 8. Expert committee to incorporate comments received from public review and again repeat steps 6 to 8, if required; Note: For the Standards, which do not require vetting against Policy on Open Standards, Closed group review and public review would be done simultaneously.	Stage 2c Time Line 4 weeks
9. After incorporating review comments ,the Expert committee to prepare draft recommendations with help of technical editor (if required); 10. Expert Committee to submit Draft recommendations to eGD(DeitY) through eGSD(NIC) for submission to Apex Body for review and approval; 11. Apex Body to review the draft recommendations and either: i. Approve the recommended standard as proposed OR ii. Send the recommended Standard back to the expert committee for incorporation of comments through eGD(DeitY)→eGSD (NIC) Expert committee to incorporate corrections, and repeat steps 5 to 11 till approved by Apex Body OR iii. eGD(DeitY) to incorporate the changes directly and obtain approval of Apex body	Stage 1
12. eGD(DeitY) to formally forward Technical specification / Framework to eGSD(NIC) for its release.	Stage 0

Institutional Mechanism for e-Governance Standards Formulation

Note: The Expert Committee has to maintain record of review comments and action taken in the stages 2b, 2c and 1.

Refer Annexure 2 for Graphical representation of documents' flow.

3.2.3. Guidelines/ Process / Best Practices by Expert committees

Activity	Stage & Ideal Time line
1. eGD(DeitY) to identify priority area to be taken up for preparation of Guidelines / Process/ Best Practices on the basis of recommendations of DeitY/ Expert Committees / NeGP/ Government's e-Gov requirements etc; 2. eGSD(NIC), to request relevant Expert committee to prepare Guidelines / Best Practices/ Process based on Policy on Open Standards; 3. Expert Committee to initiate the preparation of document or to identify a consultant for the same.	Stage 3
4. Expert Committee / Consultant to prepare draft document in the Performa at Annexure – 4.	Stage 2a
5. Expert Committee to submit draft document to eGSD(NIC) for review comments by Closed group: a. Expert committee eGD(DeitY) b. eGD(STQC) c. OTC(NIC) d. eGSD(NIC) e. Any other stakeholders recommended by Expert Committee Note: The draft document to be made available on web site http://egovstandards.gov.in for review comments by the above agencies.	Stage 2b Time Line : 4 weeks
6. Expert Committee / to incorporate the feedback/corrections and submit again to eGSD(NIC) for review comments by public 7. Expert Committee / to incorporate comments of public and again repeat steps 5 and 6 , if required; Note: The draft document to be made available on web site http://egovstandards.gov.in for review comments by the above agencies.	Stage 2c Time Line: 4 weeks

Institutional Mechanism for e-Governance Standards Formulation

Activity	Stage & Ideal Time line
8. Expert Committee / to bring out Draft Recommended Guidelines / Best Practices /Process 9. eGD(DeitY) to review and i. Approve the recommended guidelines as proposed OR ii. Send the recommended guidelines back to the Expert Committee for incorporation of comments through eGSD (NIC) & the expert committee to incorporate corrections, and repeat steps 5 to 8 till approved by eGD(DeitY) OR iii. Incorporate the changes directly, in case they do not affect the basic theme of the guidelines / procedures/ Best Practices and obtain approval of Apex Body for the same.	Stage 1 Time Line: 4 weeks
9. eGD(DeitY) to formally forward Guidelines / Best Practices/Process to eGSD(NIC) for its release	Stage 0

Note: The Expert Committee would maintain record of review comments, and actions taken in the stages 2b, 2c and 1.

Refer Annexure 3 for Graphical representation of documents flow

4 Procedure for Release of e-Governance Standards

Duly approved Standard / updated version of a Standard, would undergo the following process for release of new Standard /new version of an updated Standard.

As a part of identification of a released Standard, Metadata of the document would be completed, and the **Document Identification Number** of the Standard Document would be displayed on the top right hand side of cover page of the document.

4.1. Structure of Document Identification Number (DIN)

The structure of Document Identification Number (DIN) or in short, the Document Identifier, for a Standard document, is represented as –

eGSI-ToD-MA.SN-SP (an alpha- numeric string with Data Type: Varchar & Maximum Size: 18)

1. **eGSI** represents **e-Governance Standard** in India
2. **ToD** represents **Types Of Standard Documents** which are written as below along with their respective short names - (Data type: Char & Maximum Size: 3)

Types of Standard Documents	Short Names
Policy	POL
Framework	FMK
Technical Specification	TSP
Guideline	GDL
Best Practice	BPC
Process	PRO

3. **MA** represents **Major Area** for Standardization. (Data type: Varchar & Maximum Size: 4)
 - **‘GEN’** (General) will be representing as Major Area for standardization for documents which are not specific to any area and are related to e-Governance Standards as whole, for example Institutional Mechanism for Standards formulation.
 - Please refer **Annexure 6 for Short names** for Major Areas of Standardization.
4. **SN** represents 2-digits running **Serial Number** for a particular ToD (**Type Of Standard Document**) within Major Area. (Data type: Integer & Maximum Size: 2)
5. **SP** represents **Supplementary** document added to already released Standard, which eventually would get merged in future version of the Standard (**Optional, if applicable**). It will be captured in small alphabetical letters. (Data type: Char & Maximum Size: 1)

Institutional Mechanism for e-Governance Standards Formulation

Illustrations - Document Identification Number/Document Identifier (eGSI-ToD-MA.SN-SP)

Title of Standard Document	Type of Document (ToD)	Major Area (MA)	Serial No. for particular ToD within major area (SN)	Supplementary document (Optional) (SP)	Document Identification Number (DIN)
Face Image Data Standard for e-Governance Applications in India	TSP	BIO	01	-	eGSI-TSP-BIO.01
Fingerprint Image and Minutiae Data Standard for e-Governance Applications in India	TSP	BIO	02	-	eGSI-TSP-BIO.02
Iris Image Data Standard for e-Governance Applications in India	TSP	BIO	03	-	eGSI-TSP-BIO.03
Institutional Mechanism* for e-Governance Standards Formulation	PRO	GEN	01	-	eGSI-PRO-GEN.01
Interoperability Guidelines for Digital Signature Certificates issued under Information Technology Act	GDL	DS	01	-	eGSI-GDL-DS.01
Guidelines for Usage of Digital Signatures in e-Governance	GDL	DS	02	-	eGSI-GDL-DS.02
Metadata and Data Standards – Demographic (Person Identification and Land Region Codification)	TSP	MDDS	01	-	eGSI-TSP-MDDS.01
Institutional Mechanism* for formulation of Domain Specific MDDS in e-Governance	PRO	MDDS	01	-	eGSI-PRO-MDDS.01

* Process is the “Type of Standard Document” for Institutional Mechanism

Institutional Mechanism for e-Governance Standards Formulation

4.2. Preparation of Metadata of the Standard document ready for release:

Metadata helps us describe the technological information in a precise way for better understanding; it enables easier storage, access and retrieval of information and allows seamless exchange of data.

eGSD (NIC), in collaboration with the concerned Expert committee, would prepare Metadata of the Standard document to be released, as per the prescribed template given in Annexure – 5.

The following data elements from the metadata would be displayed on the right hand side of the title page:

- Document Identification Number (Document Identifier)
- Version Number
- Release Month, Year
- Type of Standard Document (Policy / Technical Specifications/ Guidelines / Best Practices/ Process)
- Status (Current / Declining / Obsolete / Withdrawn)

Illustration of Title Page

eGSI-PRO-GEN.01

Version 1.0

September, 2010

Process

Status: Current



Institutional Mechanism For Standards Formulation

Government of India

Department of Electronics & Information Technology

Ministry of Communications and Information Technology

New Delhi – 110 003

4.3. Web Enabled Registry of released Standards

A web enabled registry of released Standards would be maintained by eGSD(NIC), which would contain the following information:

- Document Identification Number, Version Number, Month, Year of publication
- Title
- Type of standard document
- Major Area full name
- Sub Area full name
- Link to Metadata of Standard Document
- Status of Standards document (Current/ Under revision/ Abandoned from Month, Year)
- Link to PDF file of standard
- Link to old versions of Standard, along with list of changes made in next versions

This registry would be accessible from e-Governance Standards portal

<https://egovstandards.gov.in>.

4.4. Release of Formulated Standards

After allocation of Document Identification Number, and providing details of its metadata, eGSD(NIC) shall release and publish the formulated Standard along with notification, if applicable, on the e-Governance Standards portal, <https://egovstandards.gov.in>, to be used by various agencies involved in the development of e-Governance applications.

There will have to be a provision for giving Feedback / Change Request corresponding to the released Standard (Refer Annexure-7 for Change Request /Feedback template) on the Standards portal and also via other mechanisms, like email.

4.5. Publicity of the Released Standards

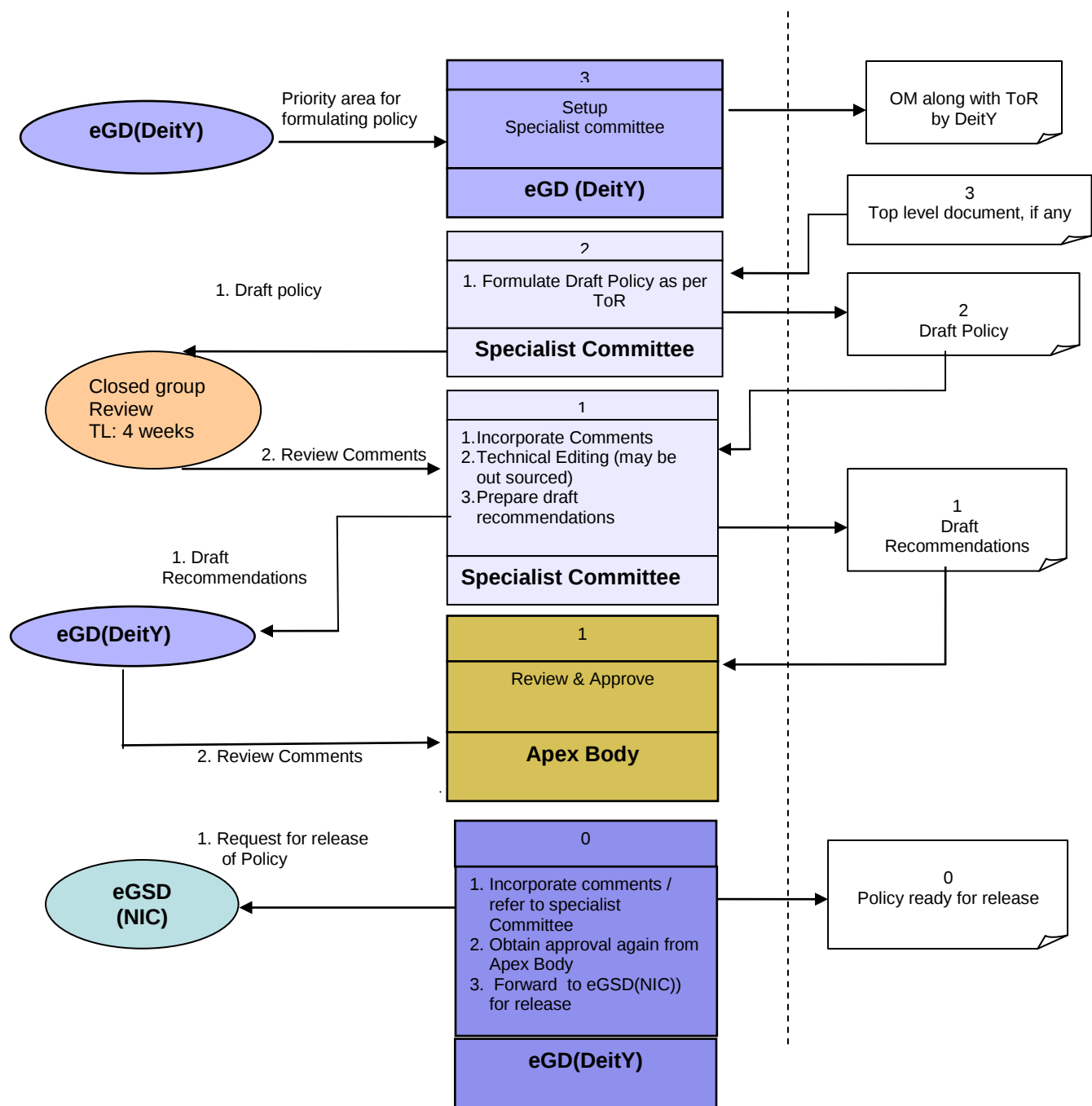
In addition to the web publishing of the Standard, all the stakeholders mentioned below would be informed electronically about the release of new Standard / revised version of the Standard, with a link to the URL of the Standard, available on the e-Governance Standards portal, <https://egovstandards.gov.in>. The mailing list would include:

1. AS & JS(eGov)
2. DG (NIC)
3. DG (STQC)
4. DG (CDAC)

Institutional Mechanism for e-Governance Standards Formulation

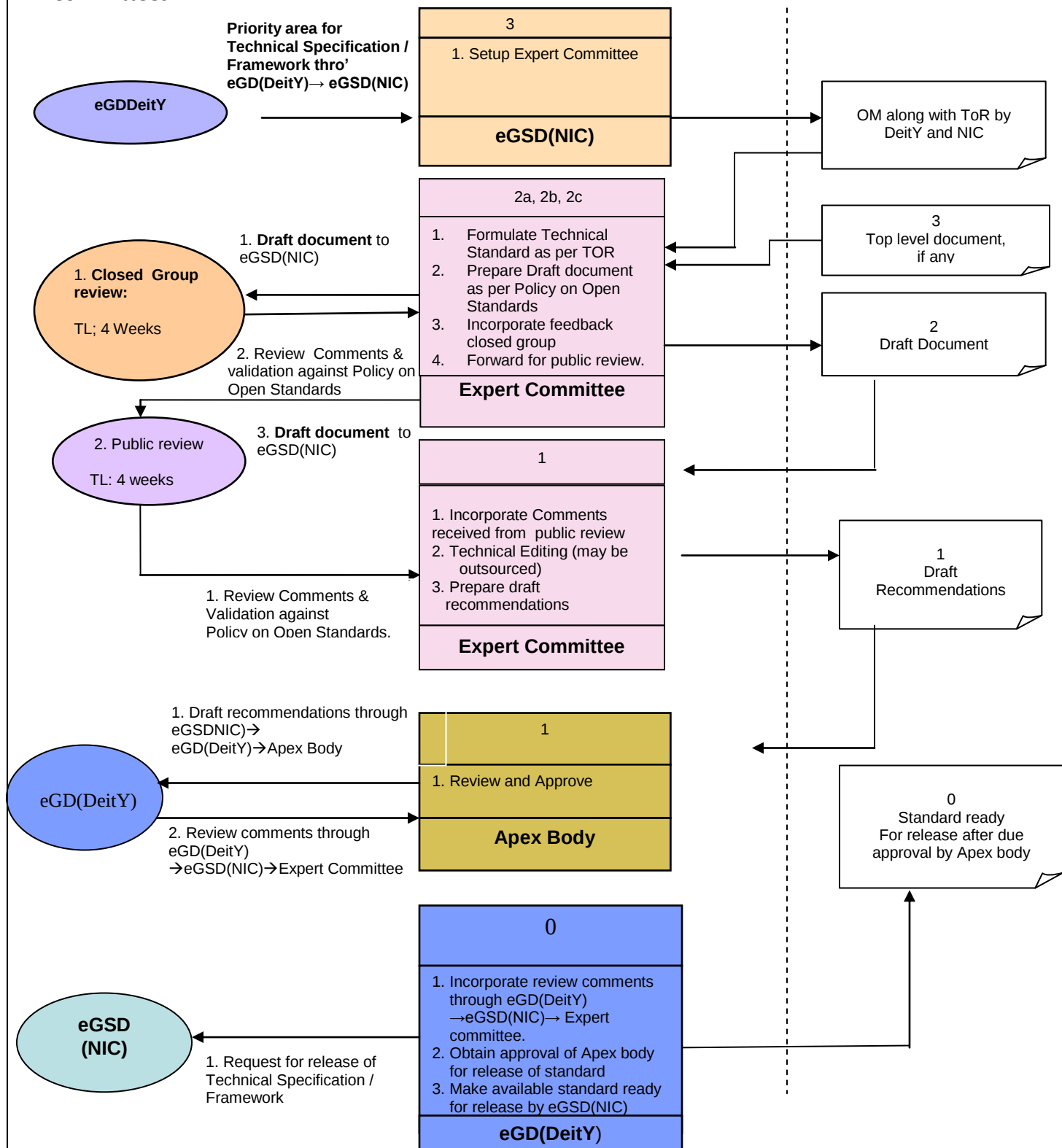
5. MMP Nodal Officers
6. Secretaries of the Central Line Ministries / Departments
7. Chief Secretaries of all States/UTs
8. IT Secretaries of all States/UTs
9. NeGD and SeMT's
10. SIOs(NIC)
11. HODs (NIC)
12. NASSCOM
13. BIS
14. Apex Body members
15. All Expert Committees / Specialist Committees members
16. Ministries Concerned / Departments
17. Standards Compliance authority
18. Consulting Agencies and SI's working on e-Governance projects
19. Committee for Technology Standards Version Control
20. Any other interested parties, if any

Annexure – 1 Procedure for Preparation of Policies by Specialist Committee

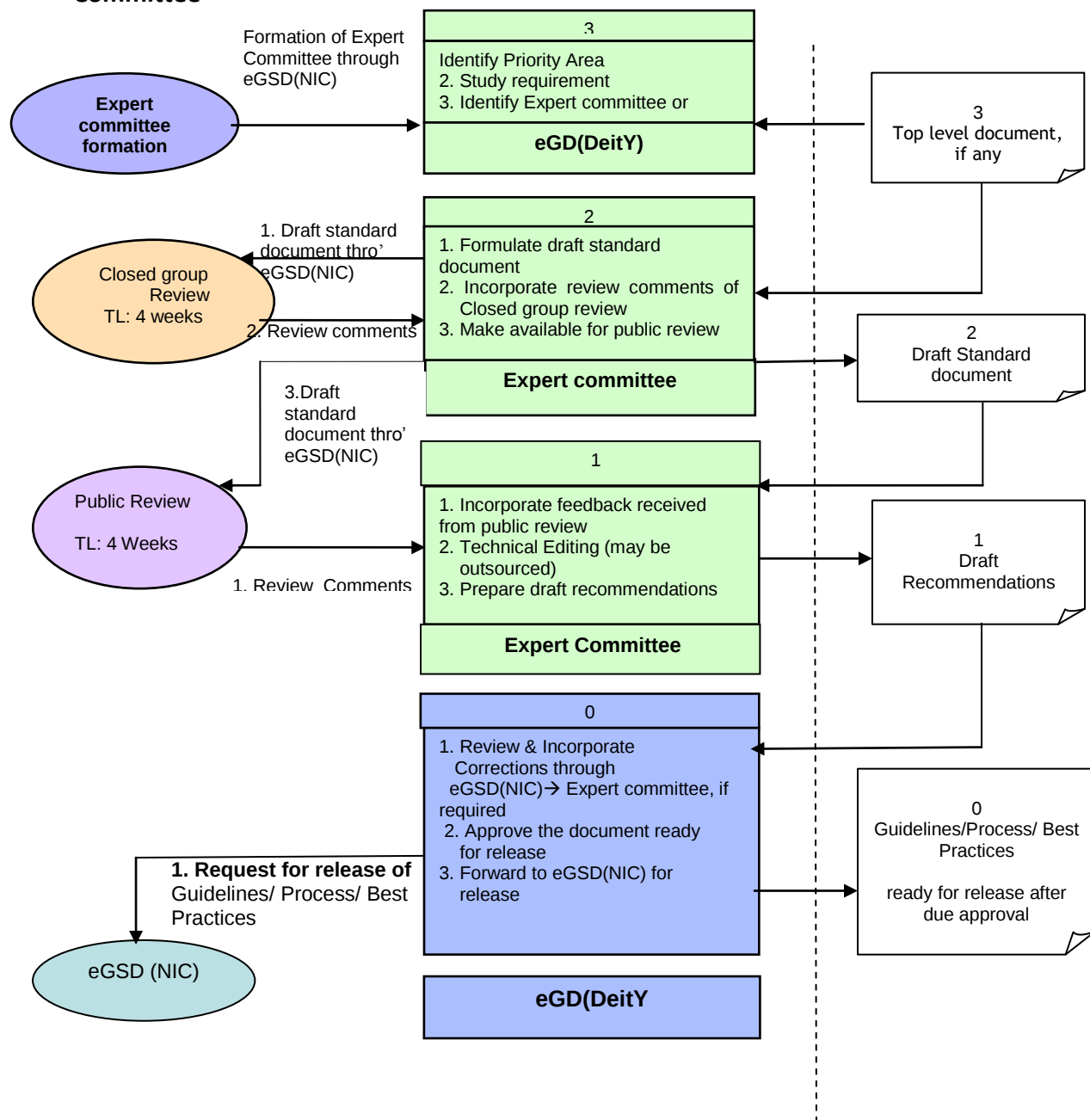


Institutional Mechanism for e-Governance Standards Formulation

Annexure – 2 Procedure for Preparation of Technical Specification / Framework by Expert Committees



Annexure – 3 Procedure for Preparation of Guidelines /Best Practices/ Process by Expert Committee



Annexure – 4 Standard Documentation Template Outline

Section No.	Name of the Section
	Title of the formulated Standard indicating addressed area Document No. <i>(to be given at the time of publication)</i> <i>(Note: Title should indicate, if it is a Policy / Technical specifications/ Framework/ Best practices /Guidelines / Process, and the addressed area)</i> <i>For Example: Guidelines for framing Service Level Agreement</i>
	Introduction <i>(Common introduction about the role of standards in e-Governance- to be added at the time of publication of the standard)</i>
	Metadata of the Document <i>(To be given at the time of publication of the standard)</i>
	Table of contents
1.0	Scope
1.1	Objective /Purpose <i>of the Standards document for addressed area</i>
1.2	Description <i>of addressed area including issues and challenges</i> <i>Addressed</i>
2.0	Target Audience <i>(Those, who may refer the document)</i>
3.0	Type of Standards Document <i>(Policy, Technical Specification/ Framework/ Best Practices/ Guidelines/, Process,)</i> Enforcement Category <i>(Mandatory, recommended)</i>
4.0	Definitions and Acronyms <i>(May be given as annexure, if required so)</i>
5.0	Policy / Technical Specifications /Framework/ Best Practices / Guidelines/ Process, whichever applicable format for standard specification
6.0	Steps / Procedure / Practice to be followed for implementation

Institutional Mechanism for e-Governance Standards Formulation

7.0	Annexure , if any
8.0	Reference, if any
9.0	List of contributors

Document Page layout Instructions

- Header of the document should be as follows:

<Name of the Stage>

<Title of the document>

- Footer of the document should be as follows:

Version No

Date (dd/mm/yyyy)

Page # of ##

- Versioning convention would be as follows:

The syntax for allocating the version no. would be <Version.Stage no. (xx)> with xx being the incremental no in a particular stage, starting with .01

Stage	Stage Name	Stage No - Version
4	Top level document by Expert Committee	Version.4.xx
3	Initial draft within the Committee	Version.3.xx
2a	Draft Document ready for review comments	Version.2a.xx
2b	Draft document under closed group review stage	Version.2b.xx
2c	Draft document under Public review stage	Version.2c.xx
1	Draft Recommendation under review by Apex body	Version.1.xx
0	Standard ready for release	Version 1.0

Annexure – 5 Template for Metadata of a Standard Document

S. No.	Data elements	Values
1.	Title	
2.	Title Alternative	
3.	Document Identifier <i>(To be allocated at the time of release of final document)</i>	
4.	Document Version, month, year of release <i>(To be allocated at the time of release of final document)</i>	
5.	Present Status <i>(Current / Draft/Under Revision / Obsolete / Withdrawn)</i>	
6.	Publisher	
7.	Date of Publishing	
8.	Type of Standard Document <i>(Policy / Technical Specifications/ Framework/ Best Practices /Guidelines/ Process)</i>	
9.	Enforcement Category <i>(Mandatory/ Recommended)</i>	
10.	Creator <i>(An entity primarily responsible for making the resource)</i>	
11.	Contributor <i>(An entity responsible for making contributions to the resource)</i>	

Institutional Mechanism for e-Governance Standards Formulation

S. No.	Data elements	Values
12.	Brief Description	
13.	Target Audience (Who would be referring / using the document)	
14.	Owner of approved standard	
15.	Subject (Major Area of Standardization)	
16.	Subject. Category (Sub Area within major area)	
17.	Coverage. Spatial	
18.	Format (PDF /A at the time of release of final document)	
19.	Language (To be translated in other Indian languages later)	
20.	Copyrights	
21.	Source (Reference to the resource from which present resource is derived)	
22.	Relation (Relation with other e-Governance standards notified by DeitY)	

Annexure – 6 Major Areas of Standardization

Major areas in which Standards have been notified, are listed below along with their short names.

Note:

- ‘GEN’ (General) will be mentioned as Major Area for standardization for the documents which are not specific to any particular area, but are applicable to e-Governance Standards as a whole; for example the document, “Institutional Mechanism for Standards Formulation”, is covered under GEN.
- Short name has **Data type:** Varchar & **Maximum Size:** 4

Major Areas for Standardization	Short Names
Biometrics	BIO
e-Authentication	eAUT
Mobile Governance	mGov
Metadata and Data Standards	MDDS
General	GEN
Open Standards	OST
Digital Preservation	DP
Quality Assurance	QA
Digital Signature	DS
Information Security	IS
e-Procurement	ePRC
Localization & Language Technology Standards	LLTS
Technical Standards for IFEG	IFEG

Annexure - 7 Template for Change Request/ Feedback for Standards Document

Form for Change Requests/ Feedback Comments		
Document Details		
Name of the Draft Document		Feedback to be emailed to:
Version and Date		egov.standards@nic.in
Reviewer Details		
Name		
Designation		
Organization		
Phone		
e-mail		
General Review Comments		
Specific Section wise Review Comments		
Page No /Section /Para No.	Comment / Feedback/Correction	Justification / Reason