



## Maharashtra State eGovernance Awards 2014 Help on filling Online Nomination Form

#	Field/Area	Information to be filled in
<b>Page 1 : About your Department</b>		
1	Project Name	Please mention Project Name above. Please quote same Project Name in all your communication/query for this nomination form.
2	Organisation category	Please choose one of the category from the drop-down box: a. Maharashtra State Government Departments b. Maharashtra State Government PSUs c. Maharashtra State Education Institutes d. Maharashtra State Corporations e. Maharashtra State Cooperative Societies  Please note that only above types of organizations can nominate their project(s).
3	Name of Department/Organisation	Please provide complete name of the department as found in government communications.
4	Project Headed/Championed by	Please provide name of the project head, or the project champion, under whose guidance and ownership, this project is running.
5	Complete address	Please provide complete address of your department / organization office, including PIN Code. This address shall be used in all official communication.
6	Name of Applicant (Key Contact person)	Please mention the name of the key contact person, responsible for award nomination process. (This may be different from Department / project head).
7	Designation	Please mention designation of the "Key Contact person"
8	Email Address	Please note that we will contact the "Key Contact Person" on this email ID, for any query regarding this project nomination.
9	Mobile Number	Please mention 10 digit mobile number of the "Key Contact Person". Please do not include leading +, 0 or 91 sign.
10	Telephone Number	Please mention office telephone number (including STD code) of the key contact person and extension number.
11	Website	Please mention URL of department website.
<b>2. About the Project being Nominated</b>		
1	Nomination category	Please choose any one of the following category, under which you wish to nominate your project: a. eGovernance Excellence Awards b. Excellence in Process Reengineering c. Excellence in Citizen Centric Service Delivery d. Best Website / Portal e. Innovative use of IT in governance f. IT for environment  Please note that the nomination form is common across above award categories.
2	Description and Objective of the	Please describe the project, including its objectives.

	project	
3	Project Website (URL)	Please mention project website URL. If the project does not have any website, please mention your department website URL, where project features are mentioned.
4	Date from which the project became operational	Please enter date in DD/MM/YYYY format. Nominated project must have been operational for a period of, not less than ONE YEAR and not be more than THREE YEAR old as on 30 <sup>th</sup> April 2014.
5	Name of Implementing Agency	Please mention complete name of the Implementing Agency (i.e. System Integrator, vendor etc)
6	Targeted Beneficiaries of the project	Please describe here, about the beneficiaries of the project, including approximate count.
7	Evidence for Project success	Please mention evidence of success, in terms of number of transactions, reduction in time/cost, internal efficiency, quality of service delivery etc.
8	Strategy adopted for Implementation	Please describe strategy adopted for implementation, covering BPR/GPR, Technology, Implementation model, Change Management, Capacity Building etc.
9	Highlight 5 achievements of the project	Please mention top 5 achievements of the project.
10	Mention 5 major challenges and how they were overcome	Please mention top 5 major challenges faced during the project, and how they were overcome.
11	Project Sustainability	Please describe how sustainability of the project is achieved w.r.t. a) People (capacity building, change management, training); b) Process (how process is irreversible), c) (c) Resources (fund for operational expenses, revenue generation)
12	Third party Impact Assessment done	Please mention if the department has conducted a Third-Party Impact assessment of the project. Please mention the name of TPA agency and results of the study in brief.
<b>3. Compliance to Maharashtra eGovernance Policy</b>		
	This section deals with various compliances being achieved by the project w.r.t eGovernance policy of Govt. of Maharashtra. The eGovernance policy of GoM and related reference material is available on eGovtraining Website at <a href="http://egovtraining.maharashtra.gov.in/">http://egovtraining.maharashtra.gov.in/</a>	
1	Marathi Localisation done?	Please mention here, if the project application and website is bi-lingual (i.e. Marathi and English). Please also mention, if the default page is Marathi.  More information on GIGW from <a href="http://coe.maharashtra.gov.in">http://coe.maharashtra.gov.in</a>
2	GIGW Compliance done?	Please mention here, if the project application and website is made GIGW compliant. Please mention GIGW compliance percentage.  More information on GIGW from <a href="http://web.guidelines.gov.in">http://web.guidelines.gov.in</a>
3	WCAG 2.0 Compliance done?	Disabled Friendly Website/Application: Please mention here, if the project application and website is compliant to Web Accessibility standards (as per WCAG 2.0 checklist). Please mention the level of compliance (AAA, AA or A) too, if compliant.

		More information on WCAG from <a href="http://webaim.org/standards/wcag/checklist">http://webaim.org/standards/wcag/checklist</a>
4	Security Audit of Project application & Website	<p>Please mention here if the project has been audited for security certification by any of the CERT-In empanelled agency. Please mention if the project has security certificate.</p> <p>The CERT-In website has list of empanelled agencies at: <a href="http://www.cert-in.org.in/PDF/Empanel_org.pdf">http://www.cert-in.org.in/PDF/Empanel_org.pdf</a></p>
5	Project Application hosted at	<p>Please mention, where your project application and website is hosted:</p> <ul style="list-style-type: none"> <li>• Govt Data Centre</li> <li>• Private Data Centre</li> <li>• Not applicable</li> </ul> <p>If it has been hosted at private data centre, please mention its location (Data Centre company and city)</p>
6	IPR of the project	<p>Please mention, who is owner of the Intellectual Property Rights (IPR) for the project deliverables. Choose one of the option for IPR ownership:</p> <ul style="list-style-type: none"> <li>• With GoM</li> <li>• With Department</li> <li>• With Implementing Agency</li> </ul> <p>Please provide IPR related specific information here.</p>
7	Other desirable project features	<p>Please tick as appropriate, if your project has one or more advanced features:</p> <ul style="list-style-type: none"> <li>• UID Integration</li> <li>• Responsive website (mobile friendly)</li> <li>• SMS Gateway</li> <li>• Payment gateway</li> </ul> <p>Please also describe in brief, how the project is utilizing the selected feature (s).</p>

For further update on this award process, please visit News/Events section at <http://it.maharashtra.gov.in>