

**GOVERNMENT OF ORISSA**  
**INFORMATION TECHNOLOGY DEPARTMENT**

**NOTIFICATION**

No. 1480 / IT  
ITC-48/05(pt)

Dated, Bhubaneswar, the 03-06 -2006

With a view to constituting the District Information Services Council (DISC) to pursue the 'dvera11 activities and promotion of the Information Technology in the State and to provide for a coordinating agency at the District level, the State Government do hereby frame a Council namely, **DISTRICT INFORMATION SERVICES COUNCIL (DISC), 2006.**

**1. Short title and commencement**

These rules shall be called the District Information Services Council (DISC) Rules, 2006.

- a) These rules shall come into force with immediate effect.
- b) The Name of the Council shall be District Information Services Council (DISC)
- c) The *operational area* of the Council will be the whole District.
- d) The *registered office* of the Council shall be at the District head quarters of each district.
- e) *Interpretation:* The rules shall be interpreted in accordance with the provisions laid down hereunder and in case of complications shall be dealt as per the provisions of Societies Registration Act XXI of 1860.
- f) **Definitions:** In these rules, unless the context implies otherwise,
  - i) "State Information (Technology) Services Board (SISB)" means the board for all the councils, headed by the Chief Secretary of Orissa.
  - ii) "Chairman" means the Chairman of the Council.

- iii) "Vice-Chairman" means the Vice-Chairman of the Council.
- iv) "District Information Services Council (DISC)" means the Council to provide a forum and a mechanism for overall coordination and monitoring of IT and ITES sector in the District. The Council shall over see the mandate of "Information Technology Services for Good Governance" .
- v) "Executive Body" means the Executive Body of the Council.
- vi) "General Body" means the general body of Council.
- vii) "Member" means the general member of the Council.
- viii) "Executive Secretary" means Chief Executive of the Society.
- ix) "Year" means the year commencing from 1st April and terminating on 31st of March of each English Calendar year.

## **2. Aims and objectives of the Council**

- (a) Promote IT usage and bridge the digital divide between regions, peoples and classes within the District.
- (b) Plan, implement and promote the activities of the State Portal in the District.
- (c) Formulate the District Agenda for e-Governance.
- (d) Promote electronic delivery of citizen's services.
- (e) Facilitate and promote interaction and synergy amongst various stake holders including line departments and NGOs in the use of ICT for e-Governance and Good Governance.
- (f) Support preparation and implementation of information management plans by different line departments and other organizations in the District.

**3. Name, designation, occupation, address and signature of the Members of the Governing Body of the Council:**

Sl. No	Name Designation	Occupation	Address	Signature
1	Collector & District Magistrate			
2	PD,DRDA			
3	DIO,NIC			
4	Lead District Manager,Lead Bank of the District.			
5	Head, Lead Technical Educational Institute of the District involve with ICT.			
6	District representative, NABARD			
7	Special invitees Representative of OCAC, Representative of ORSAC, Representative of reputed. NGO/Social Worker/academician/indus- trialist/ member of civil society nominated by- Collector & District Magistrate. Programme officer, DRDA,			

We are desirous of forming a Council namely "District Information Services Council" (DISC) in pursuance of this Memorandum of the Society and we believe that the facts stated above are true to the best of my knowledge.

Sl. No.	Name	Designation	Occupation	Address	Signature

Attested above signatures

From Sl.No.1 to\_\_\_\_\_.

#### **4. Establishment**

The Council for "District Information Services Council" (DISC) may be established in the year 2006 or as soon as possible.

#### **5. Location**

The registered office of the Council shall be located at the District Headquarters of each District of the State.

#### **6. Jurisdiction**

The scope and activities of the Council "District Information Services Council"(DISC) shall extend to the areas within the District by approval of the Governing Body of the Council.

#### **7. Membership**

Any Governing Body member who does not attend three consecutive meeting will cease to be a member of the Governing Body of the Council i.e. the "District Information Services Council" (DISC)

- Member will cease to be a member, if he dies / resigns and becomes of unsound mind.
- Resignation of membership shall be addressed to the Chairman and shall not take effect until it is accepted by the Executive Committee in one of its meetings.
- If a member is engaged in activities detrimental to the aims and objectives of the Council for "District Information Services Council" (DISC), the Executive Committee will have the right to remove him from nominated membership subject to the approval of the General Body of the meeting.
- Special Invitees will function as such till replaced by fresh nomination.

## **8. Office bearers**

The following office bearers of the Council for "District Information Services Council" (DISC) shall constitute the Executive Committee.

- i) Chairman of the Council
- ii) Vice-Chairman
- iii) Executive Secretary

## **9. Chairman**

The Collector and District Magistrate of the District shall be the Ex-officio Chairman of the Council. He shall be the head of the Council. He shall preside over all the meetings of the Council according to the accepted parliamentary procedure. The Chairman shall have power of supervision and overall control of the affairs of the Council. An emergency Governing Body and General Body meeting can be convened by the Chairman whenever it is required.

## **10. Vice-Chairman**

The Project Director, District Rural Development Agency (DRDA)/an ADM, nominated by DM/Collector of the Districts shall be the Ex-officio Vice Chairperson of the Council. He/she may discharge the functions of the Chairman with approval of Chairperson.

## **11. Executive Secretary**

Officer-in-charge of the DISC shall be the Executive Secretary of the Council. He or she shall be the chief functionary of the Council. The Executive Secretary would be the focal point of the Council and be considered as the management and administrative head of the Council. He or she should play the most important role in the Society to achieve its goals and can take appropriate action(s) in this regard. The Executive Secretary is responsible for keeping all and the related papers of the Council. He or she would assist the Chairperson/Vice-Chairperson in conducting the meeting by means of providing directorship and taking care of the document action.

## **12. Treasurer**

A functionary preferably an Officer-in-charge of the Collectorate or any other officer shall be nominated by the Chairman to function as the Treasurer/ Finance Officer of the Council in addition to his own duties. He shall be in charge of the funds of the Council.

Brief functions of the Treasurer would be as follows:

- Place the financial position of the Council before the Executive Body and Annual General Body Meeting.
- Prepare the financial report and budget of the Council and place it before the Executive Body and Annual General Body Meeting.
- Discharge such other functions pertaining to financial matter of the Council. The Treasurer shall receive and have charge of all money of the Council. He/she shall collect all fees, dues and donations received and disbursement. She or he shall deposit the funds of the Council in any bank that is approved by the Executive Body in the name of the Council. He/she shall submit the financial statement to the Executive Body as and when required from time to time.
- He or she shall be responsible for maintaining accounts, account books, bank books, cash and bank credits, investment certificates etc. and produce these for inspection and audit, wherever asked to do so by the Executive Body. He/she shall arrange for annual Audit by an authorized Accountant/ Auditor as determined by the Executive Body.

## **13. Functions of other Executive Body Members**

The other members of the Executive Body excluding office bearers shall discharge such powers and functions as may be delegated to them individually or jointly by the Executive Body.

## **14. Meetings**

The Council shall meet ordinarily once in three months or more often. The

Chairman (in his absence the Vice-Chairman) shall preside at the meetings of the Council. The Executive Secretary shall convene the meetings and record the minutes thereof. Representatives of the Department / Directorate of Govt. of Orissa may sometimes attend the meeting of the Council.

An annual general body meeting of the Council will be held once in a year as per the convenience of the Council.

**15. Quorum**

A quorum shall consist of the attendance of 1/3<sup>rd</sup> of the members of Council for "District Information Services Council" (DISC).

**16. Annual list of Office Bearers**

Once in every year *on or* before the 14th day of the succeeding the day of which the Annual concerning shall be filed of the names, address, age, occupation, designation and signature of the members of the Society *for* Information Technology including Executive Body and also to the Registering Authority.

**17. Finance**

The funds of the Council shall, inter alia, consist of the following:

- a. Membership Fees
- b. Subscription
- c. Donation and Advertisement
- d. Grant-in-aid *from* Government and
- e. Other miscellaneous sources.
- f. Service charges *for* various services provided.

**18. Audit.**

The account of the Council shall be audited by a firm of Chartered Accountants appointed by the Chairman. Government Auditor may audit the accounts, especially in respect of the grants and allotments released by Government.

**19. Acquisition of Properties**

The Executive Secretary be in-charge of all movables and immovable properties of Council for "District Information Services Council" (DISC). The Executive Secretary and Chairman can jointly acquire and dispose the immovable properties.

**20. Suits**

The Council for "District Information Services Council" (DISC), shall sue or be sued in the name of the Executive Secretary in proper Court of Law.

**21. State Information Technology Services Board (SITSB)**

The State Information Services Board (SITSB) shall be headed by Chief Secretary, Orissa, Secretary IT, Orissa, Director, IT, Orissa and Chief Executive, Orissa Computer Application Centre (OCAC), Bhubaneswar.

The Board shall review the overall performance of council and award the best District Council with a running trophy and a special grant.

The Secretary, IT, Orissa and other members of the Board may study the operation of a Council and recommend measures for improvement.

**22.** The DISC shall own/manage the information asset created and or entrusted to it.

**23.** The Government in Information Technology Department may issue general guidelines from time to time.

**24. Generals**

*Amendment:* A provision of these rules may be amended by the State Government, after perusing carefully the views of the Council by a specified date.

*Dissolution:* A Council may be dissolved after affording to the said Council an opportunity of being heard, by the State Government for any act of omission or commission brought out during the audit or in a respect of a team of inquiry constituted by the State Government. If, upon such dissolution, there remains,



after satisfaction of debts and liabilities, any assets whatsoever, the said assets shall be deemed to have been transferred to the State Government.

**By the Order of Governor**

**Sd/-  
Commissioner-cum-Secretary to Government**

Memo No. 1481/ IT

Dated 03-06-06

Copy forwarded to Director, Printing Stationary and Publication, Orissa, Cuttack for information and necessary action. He is requested to take steps for publication of the notification in the next issue of Orissa Gazette.

Fifty copies of the Gazette publication may please be send to this Department.

Sd/-  
Under Secretary to Government.

Memo No. 1482 /IT

Dated 30-06-06

Copy forwarded to All Departments / All Heads of Departments / All Collectors of Districts for information and necessary action.

Sd/-  
Under Secretary to Government.

Memo No. 1483 /IT

Dated 30-06-06

Copy forwarded to the Chief Executive, Orissa Computer Application Centre, Bhubaneswar for information and necessary action.

Sd/-  
Under Secretary to Government