MEMORANDUM OF UNDERSTANDING
(MOU)

BETWEEN

THE CSC e-GOVERNANCE SERVICES INDIA LIMITED

AND

TRIPURA STATE COMPUTERISATION AGENCY
(STATE IMPLEMENTING AGENCY)

IN CONNECTION WITH THE

SCHEME FOR IT MASS LITERACY

PLACE: [Signature]
DATE: June 15, 2015

(VIKAS SINGH)
Member Secretary,
Tripura State Computerisation Agency.
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("Agreement") is made and entered into this 15th day of June, 2015 ("Effective Date") by and between:

CSC E-GOVERNANCE SERVICES INDIA LIMITED, a Company incorporated under the Companies Act, 1956, having its registered Office at Electronics Niketan, 4th Floor, DIT, Programme Management Unit, 6, CGO Complex, Lodhi Road, New Delhi-110003 (hereinafter referred to as "CSC SPV" whose term shall be used in the context and includes, its successors and permitted assigns), OF THE ONE PART;

AND

Tripura State Computerisation Agency, the State Implementing Agency of Tripura, (hereinafter referred to as "STATE IMPLEMENTING AGENCY" whose term shall be used in the context and includes, its successors and permitted assigns). OF THE OTHER PART.

1. BACKGROUND

The Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India has approved the "Scheme for IT Mass Literacy". The Scheme details as approved by DeitY and circulated (referred as "the scheme") shall form the basis for this agreement and all terms and conditions contained herewith shall be interpreted keeping in view the scheme details. The Scheme details shall form integral part of the MoU.

1.1 Scheme Objective: To provide training to 10 lakh persons in every eligible household in selected blocks in each State/UT relevant to the need of the trainee, which would enable the beneficiaries to use IT and related applications to participate effectively in the democratic process and enhance their livelihood.

The two Levels of IT training would have following broad objectives:

<table>
<thead>
<tr>
<th>Level of IT Literacy Training</th>
<th>Level 1</th>
<th>Level 2</th>
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<tbody>
<tr>
<td>Broad Objectives</td>
<td>To make a person IT Literate, so that he can operate a computer/Digital access devices (like tablets, etc), send and receive e-mails and search internet for information, etc.</td>
<td>Besides IT literacy at a higher level, the citizen would also be trained to effectively access the various e-governance services being offered to the citizen by the Government and others.</td>
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(VIKAS SINGH),
Member Secretary,
Tripura State Computerisation Agency.
1.2 **Scheme Duration:** The Scheme would be implemented over a period of 18 months.

1.3 **Categorization of States:** In order to effectively implement the scheme in the country, all the States and UTs are categorized into three broad categories, i.e., Category A, B and C based on population of the States/UTs. As per the Scheme, the State of Tripura has been categorised as 'Category C' state.

1.4 **Target for State Implementing Agency:** Training of 6,666 beneficiaries, out of which, 4,666 will be trained in Level 1 and 2,000 will be trained in Level 2.

2. **ROLES AND RESPONSIBILITIES**

2.1 "CSC SPV" and the "STATE IMPLEMENTING AGENCY" intend to cooperate on various activities to facilitate the mutual objective of providing IT training to 6,666 eligible household in selected blocks in each State/UT. (one person in every family selected).

2.2 Specific roles and responsibilities of the "STATE IMPLEMENTING AGENCY" will be as follows:

- To sign an MoU with CSC SPV and be the single point of contact on behalf of the State Government/UT w.r.t. implementation of the Scheme.
- To identify 2-3 Districts, where IT Literacy programme would be implemented. In each District, at least one or more Block(s) to be identified in consultation with CSC SPV.
- To facilitate sharing of resources already available with States/UTs to CSC SPV.
- To liaise, interact and coordinate with various agencies for conduct of survey to identify and select the beneficiaries.
- To liaise, interact and coordinate with the various Govt. Agencies / stakeholders for formation of various State/District/Panchayat level committees for monitoring of the scheme.
- To select, liaise and coordinate with various training agencies (in consultation with CSC SPV) for actual implementation of the scheme in Blocks.
- To mobilize beneficiaries to IT Literacy Training Centers.

2.3 Specify Role and Responsibility of CSC SPV - The roles and responsibility of CSC SPV has been detailed in para 9.2 of the scheme and shall interalia include:

- Liaison with State Government /Implementing Agencies.
- Provide all the support required to State Implementing Agencies in implementation of scheme.
- Release the financial support to State Implementing Agency.
- Conduct workshop/training of the various stakeholders.
• Provide support in monitoring the implementation, selection of trainee, design and development of course content and accreditation norms for training partners.
• Support in conduct of examination and issuance of certificate to all trainee participants as per norms.

2.4 Based on the prescribed norms, the beneficiaries would be selected by the "STATE IMPLEMENTING AGENCY" to undergo Level 1 or Level 2 training depending on the entry criteria.
• Preference would be given to women beneficiary of an eligible household. The person to be trained would be decided by the family concerned.
• Each of the selected beneficiaries would also be required to submit an application form with a self-declaration that he/she is not an IT literate.
• The IT literacy training would be implemented among the target group identified.
• The training will be provided in two levels - Level 1 and Level 2.

2.5 The Broad Implementation Framework is at Para 8 of the Scheme Document.

3. **MONITORING OF THE SCHEME**

3.1 The State Implementing Agency shall coordinate the formation of the following two Committees at the State and District level:

3.2 State Level Monitoring: An Apex Committee headed by the Principal Secretary (IT) with representatives of Dept. of Education, Panchayati Raj & Social Welfare.

3.3 District Level Committee: e-Governance Society under the Chairmanship of District Magistrate/Collector with representatives of concerned Department & representative of NGO/Implementing Agency to oversee/monitor the implementation at the block level. The State Implementing Agency shall support in organizing the meeting of these committees and enable intervention by various stakeholders as per the decision of the committees.

4. **FINANCIALS**

4.1 Scheme outlay for the State of Tripura as per Category C states is stipulated in "Brief Guidelines of the Scheme".

5. **PARAMETERS OF FINANCIAL ASSISTANCE**

5.1 The training fee will be directly paid to the Training Partner/Centre on completion of training and certification by CSC SPV.
5.2 The certification cost will be directly paid to the certifying agency by CSC SPV only after issuing the certificates to beneficiaries.

5.3 Wage loss compensation would be directly credited to the beneficiary’s bank account on being awarded certificate by CSC-SPV.

5.4 Identified State Implementing Agency would be eligible for monitoring assistance @ 5% of the cost of persons made IT literate, which would amount to Rs. 2,16,650. The State Monitoring Assistance will be released as per following terms:

5.4.1 1st Instalment: 25% of the sanctioned amount will be released on signing of the MoU

5.4.2 2nd Instalment: 25% of the sanctioned amount will be released on completion of training of 3,333 beneficiaries

5.4.3. 3rd Instalment: 50% of the sanctioned amount will be released on completion of training of remaining 3,333 beneficiaries

6. **BROAD GUIDELINES FOR RELEASE OF FUNDS TO STATE IMPLEMENTING AGENCY**

6.1 MoU to be signed by “STATE IMPLEMENTING AGENCY” with CSC SPV.

6.2 Monitoring Assistance for 25% of training targets for the State to be released as an advance by CSC SPV.

6.3 All subsequent releases to be based on target achieved in terms of actual candidates certified under the Scheme.

7. **MODIFICATION/DURATION/CONDUCT**

7.1 This Memorandum shall commence from the date of its signing and shall continue for a period of 18 Months from the date thereof.

7.2 During the currency of this MOU, if circumstances arise which call for amendment by way of addition, deletion or other modification to this MOU, the same shall be made by the parties hereto with consensus. However, no amendment or change hereto shall be effective between the parties unless set in writing and signed by them.

7.3 Both parties shall abide by the guideline/instruction incurred by Empowered Committee (set up for this purpose by DietY) requesting implementation of the scheme.

7.4 Each of the parties agrees to execute & deliver all such further instruments and to do and perform all such further acts, things as shall be necessary and required to carry out the provisions of this MOU and to commensurate the transactions contemplated hereby.

[Signature]

(VIKAS SINGH)

Member Secretary,

[Agency Name]
7.5 Both the parties shall keep confidential, and shall not use for any other purpose, each other's information save and except such as is required by the law to be disclosed/disclosed.

7.6 The parties agree to indemnify and keep each other protected and harmless against any claim or action made by any third party and/or any loss/damage caused to either party as a result of failure on the part of the other party to discharge an obligation arising out of or in relation to this MOU.

7.7 The parties are not liable for failure to perform the party's obligations if such failure is a result of force majeure.

7.8 The agreement shall be governed and interpreted by, and construed by accordance with the laws of India.

7.9 Any notices, approval, consent and/or other notifications requires or permitted to be given hereunder shall be in writing, in English and shall be personally delivered or sent by registered speed post with postage fully paid, transmitted through fax to the address specified below or such other addresses notified from time to time by each party in writing and in the manner herein before provided to:

STATE IMPLEMENTING AGENCY:

CSC SPV: Chief Executive Officer, CSC e-Governance Services India Limited, 3rd Floor, Electronics Niketan, Lodhi Road, New Delhi - 110003

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and place herein above mentioned through their authorized representatives.

For CSC e-Governance Services India Limited

Witnesses:
1. Suprakash Jamalia
2. Rakesh Kumar

For "State Implementing Agency"

(VIKAS SINGH)
Member Secretary
Tripura State Computerisation Agency