

EXECUTIVE COMMITTEE

The Executive Committee has five members, including the Chairman, shall constitute quorum for any meeting of the Executive Committee of the Society.

The Executive Committee shall consist of the following members:-

1. Chairman Secretary (DT&G), HP Govt.
2. Member Secretary Director (DT&G), HP Govt.
3. Members
 - (i) Secretary (Finance), or his representative
 - (ii) Director- DIT, GoI dealing with Himachal Pradesh
 - (iii) Two HODs to be nominated by the Chairman in rotation every year depending on thrust area
 - (iv) One Divisional commissioner and two Deputy Commissioners to be nominated by the Chairman in rotation every year
 - (v) Managing Director, HPSEDC
 - (vi) One Eminent IT Expert to be nominated by the Chairman
 - (vii) Joint Director/Deputy Director, DT&G-HP Govt.
 - (viii) Manager, DT&G-HP Govt.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- (i) To formulate the operational model of the IT and e-Governance activities and to promote and execute it.
- (ii) To prepare and maintain accounts, annual statement of accounts including the balance sheet of the Society in such form as may be prescribed by the State Government.
- (iii) To forward annually to the State Government the accounts of the Society as certified by an auditor appointed for getting the account of Society audited from time to time to ensure proper utilization of funds/budget.
- (iv) To constitute such Groups (from among the members of the Society and from outside it) as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Society.
- (v) To prepare and execute plans and programmes for the operational activity of the Society and to carry on its day-to-day administration and management.
- (vi) To receive grants and other contributions for the operational activity of the Society and manage the properties & other assets of the Society.
- (vii) To place the budget estimation of the Society annually before the General House for approval.
- (viii) To approve Committees, task-forces, action forces etc. created for day-to-day business of the society.

- (ix) To delegate needed powers to any member of the Executive Committee of the Society.
- (x) To perform such additional functions and to carry out such duties as may, from time to time, be assigned to the Society by the State Government.
- (xi) To carry out any such function which may be considered in the interest of the operational activities of the Society.
- (xii) To implement National e-Governance Action Plan by receiving and gainfully utilizing the money meant for this purpose.
- (xiii) To engage/hire project-based (co-terminus) consultants/associates and fix their remuneration under NeGAP and other Projects.
- (xiv) To acquire and hold property, provided that prior approval of the competent authority is obtained for the acquisition of such property.
- (xv) To deal with or dispose of or write off any property therein belonging to or vested in the Society in such a manner as the Society may deem fit for advancing its objects, subject to the provision that in case of transfer and disposal of any immovable property, the prior approval of the competent authority shall be obtained.
- (xvi) To maintain and utilize the following funds for IT and E-governance in the State subject to the overall policy guidelines laid down by the General House of the IT and E-governance Society (SITEG):

- a. Money provided by Govt. of India/ State Govt. and National/ International Funding Agencies.
- b. All fees, revenue and other charges received by the Society from various sources either directly or as its share from the District e-Governance Societies for providing various services and consultancies including HIMSWAN.
- c. Money received by the Society by way of grants, gifts, donations, benefactions, banquets or transfers.
- d. Money received by the Society in the form of loans or in any other manner or from any other source and
- e. Money received by the Society as a result of participation in Joint Venture Activities or as annual returns determined at the time of bidding for creation for IT Infrastructure.

(xvii) To deposit all money credited to the Fund in such a Bank or invest in such a manner as the Executive Committee may decide and the funds shall be operated upon and utilized by the Chairman/Member Secretary/Treasurer of the Executive Committee of the Society.

(xviii) To meet the expenses of the Society including expenses incurred in exercise of its powers and discharge of its functions/duties out of the funds.

(xix) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the Society.

- (xx) To create specific programmes-terms, task-forces, coordination committees, action-plan groups etc. consisting of the specific professionals from the relevant fields/disciplines.
- (xxi) To engage professional services for promotion of Information Technology and E-Governance in the State.
- (xxii) Secretary of the EC shall be authorized to enter into any agreement for and on behalf of the society with the approval of the Chairman.
- (xxiii) Secretary of the EC shall sue and defend all legal proceedings on behalf of the Society with the approval of Chairman.
