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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 28]

भोपाल, शुक्रवार, दिनांक 14 जुलाई 2017—आषाढ़ 23, शक 1939

## भाग ४

विषय-सूची

- |     |                        |                               |                                  |
|-----|------------------------|-------------------------------|----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद के अधिनियम.             |
| (ग) | (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 11 जुलाई 2017

क्रमांक आर-236/सीसी/2017/अडतीस—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 29 (1) के अनुक्रम में ए.के.एस. निजी विश्वविद्यालय, सतना के पश्चातवर्ती अध्यादेश क्र 51 से 54 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

### पश्चातवर्ती अध्यादेश क्र 51 से 54

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

**SUBSEQUENT ORDINANCE NO. 51**  
**THE ORDINANCE FOR THE AWARD OF DIPLOMA IN ELEMENTARY**  
**EDUCATION (D.El.Ed )**

1. **Title of the Degree** : **Diploma in Elementary Education (D.El.Ed)**
2. **Name of Faculty** : **Faculty of Education**
3. **Duration of the Course** : **Two Years /Four Semesters**
4. **Eligibility For Admission** : Every applicant for admission to the First Year/ First Semester of D.El..Ed. shall possess following educational qualification:-

Final examination of the 10+2 system with at least 50% marks or its equivalent by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

**Or**

Senior Secondary School Examination conducted by the National/any State Open schooling with a minimum of five subjects of relevant and required fields.

**Or**

Any Public School/ Board /University examination in India or in any foreign country recognized as equivalent to 10+2

**Or**

Any other examination equivalent to 10+2 by Central/State Government

**Or**

Norms/ Guidelines related to qualification of admission decided by the NCTE/UGC or other relevant Regulatory Bodies from time to time.

**Note:** However, candidate who is appearing or has appeared for final year of qualifying examination during the current academic session as a regular or a private candidate can also

apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5. Eligibility for Admission to NRI Candidates:-**

Non-resident Indian candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

**6. Admission Procedure :** The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/Organizations or any other mode as decided by the NCTE/UGC/other relevant Regulatory Bodies from time to time.

**7. Specialization Distribution :** Admission to a particular stream/ specialization (if any) of D.El..Ed. Course/Programme shall be as decided by the University on the basis of either merit or counseling or personal interview.

**8. Intake :** The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body NCTE.

**9. Academic cycle/ year :** There will be one/ two academic cycle for these courses every year like Summer (July) & Winter (January) as decided by the University.

**10. Course Structure :** The Course structure of D.El..Ed. shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council under the guidelines of NCTE.

**11. Medium of Instruction Examination** : The medium of instruction and examination shall be English and Hindi.

**12. Examination** : a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council under the guidelines of NCTE.

b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time under the guideline of NCTE.

**13. Eligibility for Degree** : **Eligibility for Award of the D.El.Ed.**

A student shall be declared to be eligible for award of the Diploma if he/ she has:

a.) Registered and successfully completed all subjects of core courses, optional and specialized Courses, Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc. whichever applicable.

b.) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

c.) Earned the specified credits in all the categories of subjects if applicable;

d.) Secured a minimum CGPA of 4.5 or 45% in aggregate or equivalent Grade overall. However the award of the Division/Class

shall be as per recommendation of concerned Board of Studies of the University.

e.) No dues to the University, Hostels, Libraries, NCC/NSS etc;

f.) No disciplinary action is pending against him/her.

**14. Attendance Requirement:** A candidate must have the attendance requirement prescribe by the NCTE norms & standard time to time. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations or the guideline of NCTE.

**15. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of D.El.Ed ordinarily with in a maximum period of Three years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**16. General Instruction :**

- i.) The admission to all kinds & modes of D.El.Ed. Course shall be governed in accordance and provisions with the Rules/Directives of UGC/NCTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/NCTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii) for matter not covered in this specific ordinance, general rules and regulations of AKS University, Satna, regarding specific

courses shall be applicable. In other matters, Board of Management of AKS University shall be competent to take any decision as per UGC/NCTE/ other Regulatory Body, which shall be final.

17. The various specializations in the D.El.Ed. programmes in the Faculty of Education shall include Education, Science, Arts, Commerce, Life Science, Social Science, Language, etc. The list of various specializations of "D.El.Ed." courses shall include the current courses/programme as well as proposed in future. However, all D.El.Ed. programmes with various specializations at present & in future shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

18. These programmes are offered by the Faculty of Education recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
19. This Ordinance shall be applicable to D.El.Ed. programme in all possible mode as per the NCTE norms and standard and other two years Diploma in Education and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

**SUBSEQUENT ORDINANCE NO. 52****THE ORDINANCE FOR THE AWARD OF TWO YEARS POST GRADUATE DEGREE  
IN BASIC SCIENCES, APPLIED SCIENCE AND RELATED/ALLIED STREAMS**

1. **Title of the Degree :** Master of Science (M.Sc.)
2. **Name of Faculty :** Faculty of Basic Science
3. **Duration of the Course :** Two years (Four Semesters)
4. **Eligibility For Admission :** Every applicant for admission to the First Semester of M.Sc. shall possess following educational qualification:-

Candidate should be a Graduate in relevant or allied stream with at least 45% (40% for reserved categories) marks in aggregate or equivalent grade, from any Indian University or foreign University or Institute recognized by the University as equivalent or any open University. However, the graduate degree should be with three years study after passing 12<sup>th</sup> class examination of (10+2) scheme or equivalent (10+2+3) year system or any equivalent examination.

Or

However, candidate who is appearing or has appeared for final year/semester of any degree/ qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5. Eligibility for Admission to NRI /other privileged Candidates:-**

\* Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

- 6. Admission Procedure :** The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC/other relevant Regulatory Bodies from time to time.
- 7. Specialization Distribution :** Admission to a particular stream/ specialization of M.Sc Course/Programme shall be as decided by the University on the basis of either merit or counseling or personal interview.
- 8. Intake :** The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.
- 9. Academic cycle/ year :** There will be one/ two academic cycle for these courses every year like summer (July) & winter (January) as decided by the University.
- 10. Course Structure :** Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.
- 11. Medium of Instruction :** The medium of instruction and examination shall be English

#### **And Examination**

- 12. Examination :** a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.



b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**13. Eligibility for Degree : Eligibility for Award of the M.Sc. Degree**

A student shall be declared to be eligible for award of the Degree with various specializations if he/ she has:

a.) Registered and successfully completed all subjects of core courses, optional and specialized Courses, Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc. whichever applicable.

b.) successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

c.) earned the specified credits in all the categories of subjects if applicable;

d.) Secured a CGPA of 4.5. or minimum 45% in aggregate or equivalent Grade overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

e.) No dues to the University, Hostels, Libraries, NCC/NSS/NSO etc; and

f.) No disciplinary action is pending against him/her.

**14. Attendance Requirement:** A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**15. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of M.Sc. Degree ordinarily within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**16. General Instruction :** i.) The admission to the M.Sc. Course shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

iii.) For matters not covered in this specific ordinance, General rules and regulations of AKS University Satna, regarding specific courses shall be applicable. In other matters Board of Management of AKS University shall be competent to take any decision which shall be final.

**17.** The various specializations in the M.Sc. programmes in the "Faculty of Basic Science" shall include the Areas/Branches/Discipline and its specializations in the field of Applied Science, Natural Science and Bio-Sciences and its specializations in the field of Cell Biology, Genetics, Bioinformatics, Medicinal Chemistry, Applied Physics, Engineering Physics, Astro-Physics, Astronomy, Electronics, Space Physics, Geo Technology, Geology, Geo-informatics, Numerical Analysis, Mathematics, Statistics, Physics, Chemistry, Computer Science, Geography, Botany, Zoology, Environment Science, etc.

The list of various specializations of M.Sc. courses shall include the current courses/programme as well as proposed in future. However, all M.Sc. programmes with

various specializations at present & in future shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

18. These programmes are offered by the "Faculty of Basic Science" and other faculties recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
19. In future, more number of post graduate degree Programmes/Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
20. The University shall also offer more number of M.Sc. related PG Courses/programmes, with the various specialization titles, under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of knowledge to all concerned through out the World.
21. This Ordinance shall be applicable to all Post Graduates Degree (M.Sc.) of Two years duration, Regular in nature, full time in Basic Science, Applied Science and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

**SUBSEQUENT ORDINANCE NO. 53**  
**BACHELOR OF FINE ARTS**

1. **Title of the Degree** : Bachelor of Fine Arts (B.F.A.)
2. **Name of Faculty** : Faculty of Fine Arts & Design
3. **Duration of the Course** : Four Year (Eight semesters)
4. **Eligibility For Admission:** Candidate who have passed duly recognized following examination:-

Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

**Or**

- i. H.S.C. Vocational Examination by any recognized Central/State Board

**Or**

- ii. Senior Secondary School Examination conducted by the National/any State Open schooling with a minimum of five subjects of relevant and required fields.

**Or**

- iii. Any Public School/ Board /University examination in India or in any foreign country recognized as equivalent to 10+2

**Or**

- iv. General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced(A) Level

**Or**

- v. Any other examination equivalent to 10+2 by Central/State Government

**And**

Candidate should have secured at least 45% (40% for reserved categories) marks in aggregate or equivalent Grade in their qualifying examination. Subject to the condition that requirement of minimum obtained % shall be as per the norms of UGC or other regulatory bodies (if Applicable).

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5. Eligibility for Admission to NRI /other privileged Candidates:-**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

**6. Admission Procedure**

:The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC or other Regulatory Bodies(if applicable) from time to time.

**7. Branch Distribution**

:Admission to the particular branch of study shall be as decided by the University on the basis of counseling/ personal interview

**8. Intake**

: The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

**9. Academic cycle/ year**

:There will be one/ two academic cycle for these courses every year like Summer (July) & Winter (January) as decided by the University.

**10. Course Structure**

:The Course structure of B.F.A. shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11. Medium of Instruction  
And Examination**

:Medium of instruction and examination shall be Hindi & English

**12. Examination**

:a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of

studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.

b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

### 13. Eligibility for Degree : Eligibility for Award of the B.F.A. Degree

A student shall be declared to be eligible for award of the B.F.A. degree if he/ she has:

a.) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.

b.) successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

c.) earned the specified credits in all the categories of subjects if applicable;

d.) secured a minimum CGPA of 4.5 or 45% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

e.) no dues to the University, Hostels, Libraries, NCC/NSS etc; and

f.) no disciplinary action is pending against him/her.

**14. Attendance Requirement:** A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within applicable regulations.

### 15. Maximum Duration of Completion of Course:

A candidate has to complete the entire course of B.F.A. Degree ordinarily within a maximum period of Eight year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

### 16. General Instruction

i.) The admission to all kinds & mode of B.F.A. Courses shall be governed in accordance and provisions with the Rules/Directives of

UGC or other Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC or other Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

iii.) For matters not covered in this specific ordinance, General rules and regulations of AKS University Satna, regarding specific courses shall be applicable. In other matters Board of Management of AKS University shall be competent to take any decision which shall be final.

17. At present in the Faculty of Fine Arts & Design, Degree of B.F.A. shall include the Branches/Discipline of Applied Arts, Painting, Sculpture, Print Making, Ceramic Designing, Textile Designing, Plastic Designing, Craft Technology, Visual Communication Design, Multimedia, Commercial Arts etc.

The list of various Branches/specializations of B.F.A. course shall include the current courses/programme as well as proposed in future. However, all the B.F.A. programmes with various Branches/specializations at present & in future shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

18. These programmes are offered by the Faculty of Fine Arts & Design recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
19. This Ordinance shall be applicable to all B.F.A. Programmes in Fine Arts and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

**SUBSEQUENT ORDINANCE NO. 54  
BACHELOR OF DESIGN**

1. **Title of the Degree** : Bachelor of Design (B.Des.)
2. **Name of Faculty** : Faculty of Fine Arts & Design
3. **Duration of the Course** : Four Year (Eight semesters)
4. **Eligibility For Admission:** Candidate who have passed duly recognized following examination:-

Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

**Or**

- i. H.S.C. Vocational Examination by any recognized Central/State Board

**Or**

- ii. Senior Secondary School Examination conducted by the National/any State Open schooling with a minimum of five subjects of relevant and required fields.

**Or**

- iii. Any Public School/ Board /University examination in India or in any foreign country recognized as equivalent to 10+2

**Or**

- iv. General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced(A) Level

**Or**

- v. Any other examination equivalent to 10+2 by Central/State Government

**And**

Candidate should have secured at least 45% (40% for reserved categories) marks in aggregate or equivalent Grade in their qualifying examination. Subject to the condition that requirement of minimum obtained % shall be as per the norms of UGC or other regulatory bodies (if Applicable)



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5. Eligibility for Admission to NRI /other privileged Candidates:-**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

**6. Admission Procedure**

:The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC or other Regulatory Bodies (if Applicable) from time to time.

**7. Branch Distribution**

:Admission to the particular branch of study shall be as decided by the University on the basis of counseling/ personal interview

**8. Intake**

: The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

**9. Academic cycle/ year**

:There will be one/ two academic cycle for these courses every year like Summer (July) & Winter (January) as decided by the University.

**10. Course Structure**

:The Course structure of B.Des. shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11. Medium of Instruction  
And Examination**

:Medium of instruction and examination shall be Hindi & English

**12. Examination**

:a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of

studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.

b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**13. Eligibility for Degree : Eligibility for Award of the B.Des. Degree**

A student shall be declared to be eligible for award of the B.Des. degree if he/ she has:

a.) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.

b.) successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

c.) earned the specified credits in all the categories of subjects if applicable;

d.) secured a minimum CGPA of 4.5 or 45% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

e.) no dues to the University, Hostels, Libraries, NCC/NSS etc; and

f.) no disciplinary action is pending against him/her.

**14. Attendance Requirement:** A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within applicable regulations.

**15. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of B.Des. Degree ordinarily within a maximum period of Eight year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**16. General Instruction**

i.) The admission to all kinds & mode of B.Des. Courses shall be governed in accordance and provisions with the Rules/Directives of

UGC or other Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC or other Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

iii.) For matters not covered in this specific ordinance, General rules and regulations of AKS University Satna, regarding specific courses shall be applicable. In other matters Board of Management of AKS University shall be competent to take any decision which shall be final.

17. At present in the Faculty of Fine Arts & Design, Degree of B.Des. shall include the Branches/Discipline of Fashion Designing, Fashion & Apparel Design, Costume Designing, Textile Design, Ornaments & Jewelry Designing, Interior Designing, Garments Designing, Garments Technology, Fabrication, Leather Designing, Footwear Designing, Apparel Design, and various other aspects of Fashion & Design etc.

The list of various Branches/specializations of B.Des. course shall include the current courses/programme as well as proposed in future. However, all the B.Des. programmes with various Branches/specializations at present & in future shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

18. These programmes are offered by the Faculty of Fine Arts & Design recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
19. This Ordinance shall be applicable to all B.Des. Programmes in Fine Arts and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

भोपाल, दिनांक 11 जुलाई 2017

क्रमांक आर-245/सीसी/2017/अडतीस-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 29 (1) के अनुक्रम में पी.के. निजी विश्वविद्यालय, शिवपुरी के पश्चातवर्ती अध्यादेश क्र 41 से 44 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

**पश्चातवर्ती अध्यादेश क्र 41 से 44**

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
**वीरन सिंह भलावी, अवर सचिव.**

**P.K. UNIVERSITY, SHIVPURI MADHYA PRADESH****SUBSEQUENT ORDINANCE No. 41 of 2017****FOUR YEARS (EIGHT SEMESTERS)****UNDER GRADUATE DEGREE PROGRAM IN****AGRICULTURE B.Sc. (Agriculture.)****1. COURSE & FACULTY**

- 1.1 This ordinance shall be applicable to four years under graduate degree course in agriculture. This course shall be run on semester system.
- 1.2 The ordinance shall be applicable to the University teaching Departments/ Institute/ School of the University, who will offer this course.

**2. DURATION**

- 2.1 **The duration of these courses of study shall extend over four years (eight semesters).**
- 2.2 **A Candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission.**

**3. INTAKE & FEES**

- 3.1 The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2 Fees of these Programs will be decided by the Board to Management subject to the approval of regulatory body, if any.

**4. ACADEMIC YEAR**

- 4.1 There will be one academic cycle every year from July to June.

**5. ELIGIBILITY**

- 5.1 A candidate shall be eligible for admission to B.Sc.(Ag.), if he/she is physically fit to carry out field work related with agricultural activities and has:

- 5.2 Passed the (10+2)/Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent examination recognized by the University.
- 5.3 Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

## 6. ADMISSION PROCEDURE

Admission under this course will be made as follows:

- 6.1 The University will issue admission notification in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/ Offline admission test for which also notification will be issued.
- 6.2 List of candidates provisionally selected for admission/ short listed based on merit will be displayed on the notice board of the university/ University's website/or the students will be informed directly of their admission after the last date of application.

## 7. COURSE STRUCTURE

- 7.1 This under graduate course in Agriculture which follows the semester system shall consist of:
- 7.1.1 Such courses (papers) as prescribed the University
- 7.1.2 Such job internship, lab work, practical, in field training, projects etc. as may be prescribed by the university and
- 7.1.3 Such scheme of examination as prescribed, by the University from time to time
- 7.2 The course curriculum of each course shall be recommended by the concerned Board of Studies faculty and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and/ or marking scheme of the course after the due approval of Vice Chancellor.
- 7.3 A student shall be required to offer four types of papers for completing the requirements for the B.Sc. (Ag.) Degree.

- 7.3.1 Core paper (Min. 3 and Max. 7 per semester).
- 7.3.2 Optional/Elective/ Skill Papers.
- 7.3.3 Experimental learning subjects.
- 7.3.4 Rural Agricultural Work Experience (RAWI).
- 7.4 Each subject shall have one or two theory papers as decided by the Board of Studies and approved by the Academic Council.

## 8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

- 8.1 The medium of instructions and examinations shall be either Hindi or English.

## 9. EXAMINATION SCHEME

- 9.1 No Candidate shall be allowed to take the term-end semester examination unless one has:
  - 9.1.1 Attended at least 75% of lectures/ practical delivered.
  - 9.1.2 Paid all the fees due.
  - 9.1.3 Obtained ' No Dues' certificate from the concerned Department/ College.
  - 9.1.4 Submitted the job internship certificate/ Project Report, as notified in the syllabus.
  - 9.1.5 Received in Plant/ Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private/ Ex candidates.
- 9.2 There will be one TERM University Examination at the end of each semester. These examinations will be designated as follows:
  - 9.2.1 During First Year
    - First semester B.Sc. (Agriculture) exam, Second semester B.Sc. (Agriculture) exam.
  - 9.2.2 During Second Year
    - Third semester B.Sc. (Agriculture) exam, Fourth semester B.Sc. (Agriculture) exam.
  - 9.2.3 During Third Year
    - Fifth semester B.Sc. (Agriculture) exam, sixth semester B.Sc. (Agriculture) exam.
  - 9.2.4 During Fourth Year

Seventh semester B.Sc. (Agriculture) exam, Eight semester B.Sc. (Agriculture) exam.

9.3 There will be a full examination at the end of each semester consisting of all the papers as per syllabus in theory and practical. Apart from continuous comprehensive examination (CCE)/ internal assessment. The internal assessment will be held in the manner prescribed of the University from time to time.

#### 10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE

10.1 There shall be no supplementary or second examination in between the semester exam.

10.2 A candidate may provisionally continue his/ her studies in higher semester class after the examinations of the semester he/she appeared is over. However his/her eligibility shall be evaluated only after the result of semesters are declared at which he/she had appeared.

10.3 A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

10.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/semester has not been declared. However, subsequently if he/ she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

10.5 For passing the examination the candidate will be required to secure at least 'D' Grade in the University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

10.6 Provided further, that if a Candidate fails in some papers in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

10.6.1 A candidate who clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in the 2<sup>nd</sup> semester.

- 10.6.2 A Candidate who clear all the subjects on 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.
- 10.6.3 A candidate willnot be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup>/2<sup>nd</sup> semester completely. Candidates shall not be admitted in seventh semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Semester.
- 11.3.2 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 11.3.3 Further, a candidate shall not be admitted in the fourth year classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0
- 11.3.4 In each year, there will be normally three midyear tests including PUT for theory block. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- 11.3.5 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-year test, end year exam and regularity.
- 11.3.6 The grades to be used and their numerical equivalentents are as under:

**Credit Based Grading System**

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory



D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete
W		0	Withdrawal

11.3.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $C_i$  is the number of credits offered in the  $i$ ' subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i$ <sup>th</sup> subject, where  $I = 1, 2, n$ , are the number of subjects in that Semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

where  $NC_j$  is the number of total credits offered in the  $j$ <sup>th</sup> semester,  $SG_j$  is the SGPA earned in the  $j$ <sup>th</sup> semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

11.4 The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 23 & 24 of this ordinance.

- 11.5 A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## 12. Condonation of Deficiency

- 12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- 12.2 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Dean Academic and Vice Chancellor of the University, respectively for satisfactory reasons.

## 13. AWARD OF DIVISION

- 13.1 Division shall be awarded only after the eighth and final semester examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Division
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} \leq 5.0$	Fail

- 13.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{obtained}}}{10} \times 100$$

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#### 14. MERIT LISTS

- 14.1 Merit list of first 10 candidates In the order of merit shall be declared at the end of each academic cycle from amongst the candidates who have passed in one attempt.

#### 15. EXAMINATION CENTERS

- 15.1 University examination centers will be notified by the university.

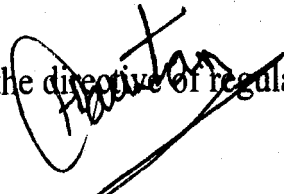
#### 16. GENERAL

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System / Pattern of the examination.

- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

- 16.4 The provisions of this ordinance shall change as per the directive of regulatory authority.



**P.K. UNIVERSITY, SHIVPURI MADHYA PRADESH**  
**SUBSEQUENT ORDINANCE No. 42 of 2017**

**Master of Science (Agriculture)**

**M.Sc. (Agriculture)**

**(TWO YEARS MASTER DEGREE COURSE)**

**1. Course & Faculty**

- a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Agriculture. The Post Graduate course in Agriculture leads to the degree of Masters of Science (Agriculture) of the University.
- b. The above courses shall be offered as per the Indian Council of Agriculture Research (ICAR) norms
- c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

**2. Number of seats**

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

**3. Fees**

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

**4. Duration and Conduction of Course**

- a. There shall be at 90 days of teaching in every semester.
- b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.
- c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. however, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

- d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

### 5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

- a. Every applicant for admission to M.Sc. (Agriculture) shall have passed Bachelors degree as prescribed by the ICAR.
- b. The admission to the M.Sc. (Agriculture) course shall 'be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

### 6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

- a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.
- b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.
- c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.
- d. The application form may be rejected due to any of the following reasons;

- I. The candidate does not fulfill the eligibility conditions.
  - ii. The prescribed fees are not paid.
  - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - iv. Supporting documents for admission are not enclosed.
- e. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

### **7. Course Structure**

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

### **8. Attendance**

Candidates appearing as regular students for any semester examinations are required to attend 75% of the Lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

### **9. Medium of Instructions and Examination**

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

### **10. Examination Scheme**

No candidate shall be allowed to take the term-end Semester Examination unless one has:

- i. Attended at least 75% of lectures/practical delivered.
- ii. Paid all the fees dues.
- iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

- iv. Submitted the training/ internship certificates and/or Project Report, as notified by the Head/Director/Dean.
- v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

### 11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

### 12. General

Notwithstanding anything stated in this Ordinance, for any unforeseen issue arising, and not covered by this Ordinance, or in the event of differences, interpretation, the Vice-Chancellor may take a decision after obtaining necessary opinion/advice of a Committee consisting of any or all the HOD/Dean. The decision of the Vice-Chancellor shall be final.

**P.K. UNIVERSITY, SHIVPURI MADHYA PRADESH****SUBSEQUENT ORDINANCE No. 43 of 2017****B.H.M.S. (BACHELOR OF HOMEOPATHIC MEDICINE AND SURGERY)****I. DEFINITIONS:**

- (a) Academic programme / programmes: shall mean a programme courses leading to award of B.H.M.S. (Bachelor of Homoeopathic Medicine and Surgery) degree. As per the guideline, rules and policies of regulatory council and the government of Madhya Pradesh.
- (b) Board of Studies (BOS) shall mean the Board of Studies of the School concerned of the University.
- (c) Course means a component of Academic Programmer, carrying a distinctive code number.
- (d) External examiner shall mean an examiner who is not in the employment of the University or its affiliated institutions.
- (e) Student shall mean a person admitted to the University and its affiliated institutions for the academic programme to which this Ordinance is applicable.
- (f) University shall mean **P.K. UNIVERSITY , SHIVPURI (M.P.)**
2. The University shall hold examinations for the academic programme, as is approved by the Academic Council and for awarding B.H.M.S. degree, as per the prescribed Schemes of Teaching and Examinations and Syllabus as approved by the Academic Council.
3. Admissions of the students shall be made by the institution/college, under the overall supervision of the University, as per the guidelines decided by the Academic Programme Committee, in accordance with the Govt. policy, and for the programmes / intake for which the University has granted affiliation. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute.

Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution/ College, for a period specified



for that programme of study in the Scheme of Teaching & Examination and Syllabus.

Provided further, that a student may be debarred from appearing in the examination of one or more Courses as provided in Clause 7 of this Ordinance.

#### 4. **ACADEMIC PROGRAMME COMMITTEE**

- (a) There shall be an Academic Programme Committee in the concerned school of study of the University and programme-wise Academic Programme Committee(s) in affiliated institutions
- (b) (i) In the case of school of study of the University, all the teachers of the school not exceeding twenty five shall constitute the Academic Programme Committee of which the Dean of the school shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources.
- (ii) In the case of affiliated institutions, full time university recognized teachers not exceeding twenty five involved in the teaching of the course in and institution/ college shall constitute the Academic Programme Committee for that programme.

This Committee shall be headed by the Director/Principal of that institution/ college, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

- c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of studies of the concerned School of study of the University or by the Director/Principal of the concerned affiliated institution.
- d) The Academic Programme Committee shall meet as and when required but at least once during every six months. The Chairman of the Committee will convene the meetings.

#### 4.1 Eligibility

For admission to BHMS course, only those candidates are eligible who have passed the 12 Exam of 10+2 system (qualifying examination) with Physics, Chemistry and Biology subjects separately and has secured not less than 50% aggregate marks for unreserved category. Candidate of all categories and classes are required to have passed ENGUSII subject in the qualifying examination of 10+2 system.

**OR**

Have passed an equivalent or higher examination with Physics, Chemistry and Biology from any other recognized Board or University recognized by Department of School Education, Government of Madhya Pradesh. For foreign nationals seeking admission, their eligibility shall be considered on the basis of equivalent certificate issued to them by the concerned Board or University and Approved by the Ministry of External Affairs, Government of India. Candidate of all categories and classes are required to have passed ENGLISH subject in qualifying equivalent examination. No candidate shall be allowed to be admitted in Ayurveda /Homeopathy/Unani /Naturopathy & Yoga Colleges until the candidate has completed or shall complete the age of 17 years on or before 31<sup>st</sup> December of the year of examination.

#### 5. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors Principals of the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by the Dean of the University/ Director/Principal to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses and uniformity in internal assessment/ class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may

also suggest any modification in the syllabus, undertake comprehensive review of syllabus.'

## 6. VACATION FOR STUDENTS

Vacation for students shall be, as notified in the Academic Calendar every year by the University.

## 7. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the Subjects taken together in an Academic year. provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may conduct attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student to has an aggregate attendance of less than 70% in an Academic year shall be not allowed to appear in the Annual examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take readmission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such Student shall however remain unchanged. Dean of the school/ director I principal the names of all such who are not eligible to appear in the Annual examination, at least 5 calendar days before the start of the' examination and simultaneously intimate the same to the Controller of Examinations. In case any student appears by default, who in fact has been detained by the Institution) college, his / her result shall be treated as null and void.

## 8. CURRICULUM OF THE PROGRAMME

Curriculum of the B.H.M.S. courses, theory and practical's shall be as approved by the Academic Council.

## 9. (A) MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION,

### CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- I. Any undergraduate may be admitted to the First B.H.M.S. examination provided that he has regularly attended the following course of instruction in

the subject of the examination theoretical and practical for not less than one half years in the college I institution to the satisfaction of the principal / director / principal of the institution.

- II. A candidate securing 75% or above marks in any of the subjects shall be declared to receive honours in that subjects provided he has passed the examination in the first attempt.
- III. In order to pass the BHM.S; Examination a candidate must pass in all subjects of the examination.  
Pass marks in all subjects both homoeopathic and allied medical subjects shall be 50% in each pail (written, oral with practical).
- IV. For appearing in Second BJI.M.S. exam, the candidate should have passed the First B.H.M.S. Examination at least one year previously, and for third B.H.M.S. exam he passed the second B.H.M.S. examination at least one year previously. The Thin B.H.M.S. examination shall be held at the end of 3.5 years of BH.M.S. course or at the end of 42nd month of admission to First B.H.M.S.
- V. The Fourth B.H.M.S. Examination shall be held at the end of 54th month of admission to First R.H.M.S.

**NOTE:-** Any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

## 10. RESULTS AND READ MISSION TO EXAMINATION

- I. Controller of Examination will ensure that the results of the examination are published in time so chances that the student who successfully complete the B.H.M.S. examination can complete the course in 5½ after year admission
- II. Candidate who has passed in one or more subject need not appear in that subject or those subject again in the subsequent examination if the candidate if the candidate passes the whole examination within four ~~chance~~ <sup>chance</sup> including the original examination.

- III. Facility to keep term: Jot withstanding with the foregoing regulations, the students shall be allowed the facility to keep term on the following conditions:
- a) The candidate must pass the Second B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the Third B.H.M.S. examination.
  - b) The candidate must pass the Third B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the Fourth B.H.M.S. examination.
  - c) No candidate shall be given more than 4 chances to appear in First - B.H.M.S. examination in the same subject.
- IV. A candidate who appears at Second or Third B.H.M.S. examinations, but fails to pass in the subject or subjects, he may be admitted to the next examination in the subject or subjects. However candidates shall be allowed to keep term as provided in (iii) above.
- V. Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be Compulsory.
- VI. If a candidate fails to pass in all the subjects within four chances in examinations, he shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the head of the college and appearing for examination in all the subjects.
- VII. Provided that if a student appearing for the Fourth B.H.M.S. examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.
- VIII. The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.

IX. Grace marks may be awarded to the students at the discretion of the University/ examining body on exceptional circumstances.

**NOTE: -** However, in clause 10 it is subject to the provision that any changes if notified through Regulation by the Central Council for Homoeopathy. the provision of the above clause shall be modified to the extent.

## 11. EXAMINERS

No person other than the holder of a Diploma obtained after 4 years of study or a Degree in Homoeopathy or a person possessing qualification included in the Third Schedule shall be appointed as an internal or external examiner or paper setter for the conduct of a professional examination for the **B.H.M.S.**

**(Degree) any course.**

**Provided that:-**

- (a) No such person shall be appointed as an internal examiner unless he has at least three year's teaching experience in the subject.
- (b) No person below the rank of a Reader I Assistant Professor in the subject of a Degree level institutional college shall be appointed as an internal examiner.
- (c) No person shall be appointed as an external examiner in any allied medical subject unless he possesses a recognized medical qualification as required for appointment to a relative teaching post in accordance with Annexure B, of the Homoeopathy (Minimum Standard of Education) Regulation, 1983/ MSR 2013.
- (d) External examiner shall be appointed only from the teaching staff of college and colleges of modern medicine.
- (c) Not more than one-third/ of the total number of external examiners shall be from amongst practitioners in Homoeopathy or Modern Medicine who, in the opinion of the examining body are practitioners of reputed and who have obtained a Homoeopathic qualification or a medical qualification recognized under the Indian Medical Council Act, 1956 MCII 2013.

## 12. INTERNSHIP

1. Training in pediatric department to understand pediatric problems and their management through Homoeopathy
2. In the department of skin he should be exposed to various skin Lesions and their diagnosis including allergy, Leprosy, Leukoderma etc., and their management through Homoeopathy
3. He should be exposed to various community based health activities, health programmer, their implementations and organizational set up. He should also be involved in motivational programmer, health education nutrition, M.C.H., Family welfare and other activities, Control of communicable diseases like tuberculosis, leprosy and sexually transmitted disease.
4. Medico-Legal 2 Acquaintance with issue of various medical certificate like leave certificate on the ground of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police cases like deaths by unnatural cause, accident etc. preservation of viscera in t poisoning cases, postmortem,' various Drugs Acts, Homoeopathic Pharmacopoeias, Homoeopathy Central Council Act, various State Homoeopathy Acts, Act of professional conduct and ethics.
5. **Drug Proving:**  
In case of degree level internee, it shall be compulsory to take part in Drug Proving Programme and the Internee shall prove at least one drug during the period of internship.
6. Each student during the compulsory internship training shall be allotted specific assignment for doing his/her original work in an objective manner. The assignment to be given shall be. Decided mutually by the concerned students and the college authorities. Such assignments will be evaluated by a team of 3 experts (relevant to subject) appointed by the College/ institution with consent of University concerned. The College authority will also ensure avoidance of duplication of work.

## 7. Maintenance of Records

Each internee shall have to maintain a detailed record of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department. Each internee shall have to maintain a detailed record of at least 10 delivery cases attended by him in the Department of Obstetrics and 15 surgical cases assisted by him in the Department of Surgery. During this period internee shall also have to carry out any selective assignment on any subject given to him by the physician in-charge.

## 8. Attendance

Minimum attendance of each internee shall not be Less than 75%.

9. Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the final B.H.M.S. Examinations, to the satisfaction of the Principal of the Homoeopathic College. Thereafter only, the candidate shall be eligible for the award of Degree of Homoeopathic Medicine and Surgery (B.H.M.S.) by the University.

(i) All parts of the internship training shall be undertaken at the hospital attached to the College, and, in cases where such hospital cannot accommodate all of its students for internship then such candidates] students shall be informed in writing by the college and it shall be the responsibility of the College to. Ensure that each of such students is put on internship training in a Homoeopathic Hospital or dispensary run by Government or local bodies.

(ii) To enable the State Board/Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional passed certificate on passing the final B.H.M.S. examination to each successful candidate.

Provided that in the event of shortage, or unsatisfactory work, the period of compulsory internship and the provisional registration shall be accordingly extended by the State Board' Council.



**P.K. UNIVERSITY, SHIVPURI MADHYA PRADESH**  
**SUBSEQUENT ORDINANCE No. 44 of 2017**

**BACHELOR OF AYURVEDIC MEDICINE & SURGERY (B.A.M.S)**

The programme shall be governed by the norms, rules and guideline of the concerned regulatory council Central council of Indian Medicine, New Delhi and the policies of Government of Madhya Pradesh.

**1. Definition & Duration:** The duration of the programme of instruction for the degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) shall be Four Year and Six Months, followed by compulsory rotating internship for one year.

This period of four Year and Six Months will be divided as follows:—

1 <sup>st</sup> Professional	12 month
2 <sup>nd</sup> Professional	12 month
3 <sup>rd</sup> Professional	12 month
Final Professional	18 months
Compulsory Rotary Internship	12 months

**2. Admission**

**2.1 Eligibility:** A candidate who attains the age of 17 years or more on or before 31<sup>st</sup> December of the year and has passed:

i) 10+2 examination from the MP Board of School Education, with at least 50% marks in aggregate of Physics, Chemistry & Biology for unreserved category and not Less than 40% aggregate Marks for reserve category students:

**OR**

ii) An examination of any other University Board recognized by state govt. as equivalent there to with at least 50% marks in aggregate of Physics, Chemistry & Biology.

iii) English should be essentially a subject in 10+2 examination.

iv) The intake of seats will be made as per provisions of statute 28 and as approved by Govt. of India

3. Procedure Admission shall be made through merit/entrance test conducted by Govt. authorized agency in the state fee shall have to be remitted by the students in the beginning of every academic year on duly notified dates. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University. The fee structure laid-down in the Admission Bulletin of the specific year will remain applicable all through the course.

duration of the candidates who have taken admission in the concerned academic year.

#### 4. Examination:

##### 4.1 The examination shall be open to a person:-

A. Who possesses the qualification laid down in clauses 2. Even it is misprinted in the gazette

B. (1) who has been on the rolls of a college admitted to the privileges of this University for the period provided in clause 2.1.2

(ii) Whose name is submitted to the Register / Controller of Examination by the Principal of the College provided that the Principal of the College certifies that the candidate has:

a) Attended not less than 75% of the full course of lectures delivered in each subject 85% of the period assigned to practical work in each subject (the lectures & practical work shall be counted up to 21 days before the commencement of the examination):

4.2 The examination shall be held according to the syllabus prescribed by central council of Indian medicine New Delhi and adopted by the University for regular students. Provided that the syllabus for candidates for the compartment examination shall be the same as was in force in the last Annual Examination.

4.3 Number of Papers teaching hours and Marks for Theory I Practical are a below:-

Name of Subject	Number of hours of Teaching			Details of Maximum Marks			
	Theory	Practical	Total	No. Of Papers	Theory	Practical	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>1<sup>st</sup> Professional</b>							
Padarth Vigyan Evam Ayurved Ka Itihas	100	-	100	Two	200	-	200
Sanskrit	200	-	200	One	100	-	100
Kriya Sharir (Physiology)	200	200	400	Two	200	100	300
Rachna Sharir (Anatomy)	300	200	500	Two	200	100	300
Maulik Siddhant evam	150	-	150	One	100	<del>100</del>	100

Ashtang Hridaya (Sutra  
Sthan)

**IIInd Professional**

Dravyaguna Vigyan	200	200	400	Two	200	200	400
Agadtantra Vyavhar Ayurved	200	100	300	One	100	50	150
Evam Vidhi Vaidyaka Rasashastra Exam	200	200	400	Two	200	200	400
Bhaishajya Kalpana Part-1							
Charak-Samhita (Puravardh)	200	-	200	One	100	-	100

**IIIrd Professional**

Roga Nidan Exam Vikriti 200 Vigyan	200	100	300	Two	200	100	300
Swastha Vritta & Yoga	200	100	300	Two	200	100	300
Prasuti & Striroga	200	100	300	Two	200	100	300
Bal Roga	100	100	200	One	100	50	150
Charak Samhita (Uttarardh)	200	-	200	One	100	-	100

**Final Professional**

Kayachikitsa	300	200	500	Two	200	100	300
Panchakarma	100	200	300	One	100	50	150
Shalya Tantra	200	150	350	Two	200	100	300
Shalaky Tantra	200	150	350	Two	200	100	300
Research Methodology & Medical- statistics	50	-	50	One	50	-	50

**NOTE:** The period of theory and practical shall not be less than 60 minutes (one hour). The duration of the practical of clinical subjects and Rachna Sharir (Dissection) shall be least least 120 minutes (Two hours).

**5.1 FIRST PROFESSIONAL EXAMINATION:**

- (a) The first professional examination shall be at the end of one academic year of first professional session. The first professional session will ordinarily start in July.
- (b) The first professional examination shall be held in the following subjects
1. Padarth Vigyan evam Ayurved ka Itihas
  2. Sanskrit
  3. Knya Sharir (Physiology)
  4. Rachna Sharir (Anatomy)
  5. Maulik Siddhant evam Ashtang Hridaya (Sutra Sthan).
- (c) A student failed in not more than two subjects shall be held eligible to keep the terms for the second professional Courses, however he/she will not be allowed to appear for professional examination unless he/she passes in all the subjects of the first professional.

**5.2 SECOND PROFESSIONAL EXAMINATION:**

- a) The Second professional session shall start every year in the month of July following completion of First Professional examination.
- b) The second professional examination shall be ordinarily held and completed by the end of month of May/June every year after completion of one year of Second Professional session.
1. Dravyaguna Vigyan (Pharmacology and Materia Medica)
  2. Rasashastra — Bhaishajya Kalpana (Pharmaceutical Science)
  3. Agad Tanua Vyavhar Ayurved evam Vidhi Vaidyaka (Toxicology and Medical Jurisprudence)
  4. Charak Puravardh
- c) A student failed in not more than two subjects shall be held eligible to keep the terms for the third professional examination, however he/she will not be allowed to paper for third professional examination unless he she passes in all the subjects of second professional examination,

**5.3 THIRD PROFESSIONAL EXAMINATION:**

- a) The Third Professional session shall start year in the month of July following completion of second professional Examination.
- b) The Third Professional examination shall be ordinarily held and completed by the end of the month of May/June every year after completion of one year of third professional session.

1. Roga Nidan Vikriti Vigyan (Pathology & Microbiology)
2. Charak Samhita- Uttarardh
3. Swastha Vritta & Yoga (Preventive and Social Medicine & Yoga)
4. Prasuti & Stiroga (Gynecology & Obstetrics)
5. Bal Roga (Pediatrics)

- (a) A Student failed in not more than two subjects shall be held eligible to keep the terms for the final professional examination, however he/she will not be allowed to appear for final professional examination unless he/she passes in all the subjects of Third Professional examination.

#### 5.4 FINAL PROFESSIONAL EXAMINATION:

- a) The final professional session will be of 1 and ½ year duration and shall start every year in the month of July following completion of Third professional Examination. The Final, professional examination Shall be ordinarily held and completed by the end of month of Oct./ Nov. every year after completion of one and half year of final professional examination..
- b) Final professional examination shall comprise of the following subjects 1--
1. Shalya Tantra (General Surgery)
  2. Shalakyata Tantra (Diseases of Head & Neck including Ophthalmology, EXT and Dentistry)
  3. Kayachikitsa (Internal Medicine-including Manas Roga, Rasayan & Vajkarana)
  4. Panchakarma.
  5. Research Methodology & Medical — statistics.

#### 6. Examination Fee:

The examination fee to be paid by a candidate shall be as per University norms for each examination, or a part thereof.

#### 7. Evaluation:

The minimum marks required to pass in each subject shall be 50% (written & practical separately).

- 7.1 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks and passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction.
- 7.2 Every successful candidate shall be granted a Certificate-cum detail marks card of each examination. Marks obtained in each subject shall be supplied to unsuccessful candidates also. Provided that a candidate who qualifies all the four and half Year examinations of Ayurvedacharya will be issued a Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) B.A.M.S after completion of internship as provided in Clause-12

7.3 Every candidate on passing the Ayurvedacharya Bachelor of Avurvedic Medicine & Surgery) course of studies shall he required to, undergo compulsory rotator internship training for a period of one year as under before the degree of Ayurvedacharya.( Bachelor of Medicine & Surgery) is conferred upon his/her.

S.No.	Departments (1)	Distribution of Six Months (2)	Distribution of Twelve months (3)
1.	Kayachtkitsa	2 Months	4 Months
2.	Shalya	1 Month	2 Months
3.	Shalakya	1 Month	2 Months
4.	Prasuti Tantra & Stri Roga	1 Month	2 Months
5.	Kaumarbhritya	15 Days	1 Month
6.	Panchkarna	15 Days	1 Month

Six months training of interns will be carried out with an object to orient and acquaint the interns with National health program. The intern will have to join in one of the following institute for undertaking such raining.

- Primary Health Centre
- Community Health Centre/District Hospital
- Any Hospital of Allopathic Modern Medicine.
- Any Ayurved Hospital or Dispensary

All the above centres (a, b, c and d) will have to be recognized by the concerned University and concerned Govt. designated authority for taking such a training.

**NOTE :** Internship will start after the declaration of fl year R.A.M.S examination result and Registration of Madhya Pradesh Ayurwada Unani Childish Board, **Bhopal**

**General:**

- Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year & nothing in this Ordinance shall be deemed to d...  
University from amended the Ordinance & the amended Ordinance, if any shall apply to all the students, whether old or new.
- Notwithstanding anything stated in this Ordinance, for arty unforeseen issues arising, and not covered by this Ordinance, or n the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Departments / institution/Schools Which will not be contradictory to the CCIM regulation GOI/GOMP rules. The decision of the Vice-Chancellor shall be final.
- The Reservation to SC'ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

## अंतिम नियम

### श्रम विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 10 जुलाई 2017

क्रमांक 880-447-2017-ए-सोलह.— भवन और अन्य संनिर्माण कर्मकार कल्याण उपकर नियम, 1998 के नियम 2 के खण्ड (छ) द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए तथा इस विषय में पूर्व में जारी की गई अधिसूचनाओं के विषय में वेलस्पन सोलर मध्यप्रदेश प्राइवेट लिमिटेड, भगवानपुरा डीकैन द्वारा में किये गये निर्माण कार्य के लिए राज्य सरकार, एतद्वारा, उप श्रमायुक्त को निर्माण कार्य की लागत के संबंध में उपकर के निर्धारण हेतु निर्धारण अधिकारी के रूप में नियुक्त करती है।

No. 880-447-2017-A-XVI.—In exercise of the powers conferred by clause (g) of Rule 2 of the Building and Other Construction Workers' Welfare Cess Rules, 1998 and with respect to the previous notifications issued in this regard for construction works done by Wellspun Solar M. P. Pvt. Ltd. Bagvanpura Decan, the State Government, hereby, appoints the Deputy Labour Commissioner, as the Assessing Officer for assessment of cess in relation to the cost of construction work.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
अमरपाल सिंह, उपसचिव.

### प्रारूप नियम

### विज्ञान एवं प्रौद्योगिकी विभाग

मंत्रालय, वल्लभ भवन, भोपाल

क्र. एफ 8-2-2016-इकतालीस (2)

भोपाल, दिनांक 3 जुलाई 2017

सूचना प्रौद्योगिकी अधिनियम, 2000. (2000 का 21) की धारा 6 तथा 6-क के साथ पठित धारा 90 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए और इस विभाग की अधिसूचना क्रमांक एफ-3-1-2007-छप्पन दिनांक 12.07.2011 को अतिष्ठित करते हुए मध्यप्रदेश के राज्यपाल, एतद्वारा, निम्नलिखित नियम बनाते हैं, अर्थात् :-

## नियम

### 1. संक्षिप्त नाम तथा प्रारंभ.—

- (1) इन नियमों का संक्षिप्त नाम मध्यप्रदेश सूचना प्रौद्योगिकी (इलैक्ट्रानिक सर्विस डिलीवरी) नियम, 2017 है।
- (2) ये राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

### 2. परिभाषाएं.—(1) इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो.—

(क) "अधिनियम" से अभिप्रेत है, सूचना प्रौद्योगिकी अधिनियम, 2000 (2000 का 21);

(ख) "प्राधिकृत अभिकर्ता" से अभिप्रेत है, प्राधिकृत सेवा प्रदाता का कोई अभिकर्ता तथा इसमें सम्मिलित है किसी इलैक्ट्रानिक रूप से सक्षम कियोस्क अथवा फ्रन्ट ऑफिस प्रचालक जिसे इन नियमों के अधीन विनिर्दिष्ट प्रक्रिया का अनुपालन करते हुए उपयोगकर्ताओं को कम्प्यूटर संसाधनों या किसी संचार युक्ति की सहायता से लोक सेवा प्रदान करने के लिए अनुज्ञात किया गया है;

(ग) "प्राधिकृत सेवा प्रदाता" से अभिप्रेत है, किसी निगमित निकाय को सम्मिलित करते हुए कोई अभिकरण या सरकार को कोई अभिकरण जिसको इन नियमों के अनुसरण में संचालक, इलैक्ट्रानिक सेवा डिलीवरी द्वारा इलैक्ट्रानिक रूप से सेवा प्रदान करने वाली किसी पद्धति को स्थापित करने तथा उसके प्रबंधन हेतु प्राधिकृत किया गया हो;

(घ) "निगमित निकाय" से अभिप्रेत है, कोई कम्पनी और इसमें सम्मिलित है कोई फर्म, एकल स्वत्वधारी अथवा व्यक्ति-संगम जो वाणिज्यिक अथवा व्यावसायिक गतिविधियों में लगा हो;

(ड.) "प्रमाण पत्र" से अभिप्रेत है, संबंधित अधिनियम, नियम, विनियम अथवा सरकार के आदेश के अधीन ऐसा प्रमाण पत्र जारी करने हेतु सशक्त प्राधिकारी द्वारा जारी किया गया ऐसा प्रमाण-पत्र जो किसी प्राकृतिक अथवा कृत्रिम व्यक्ति की प्रास्थिति, अधिकार एवं दायित्व की संपुष्टि हेतु किसी ऐसे अधिनियम, नियम, विनियम अथवा सरकार के आदेश के अधीन जारी किया गया हो तथा इसमें प्राधिकृत सेवा प्रदाता द्वारा इलैक्ट्रानिक रूप में मुद्रित तथा प्रदत्त ऐसी स्टेशनरी पर इलैक्ट्रानिक हस्ताक्षर से युक्त प्रमाण पत्र सम्मिलित होंगे जैसे कि संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा अवधारित किए जाएं;



- (च) "सक्षम प्राधिकारी" से अभिप्रेत है, सरकार के ऐसे सचिव, राज्य के प्रत्येक विभाग के विभागाध्यक्ष तथा शासकीय संगठनों तथा शासकीय निकायों के ऐसे प्रमुख जो राज्य सरकार द्वारा, समय समय पर, अधिसूचित किए जाएं;
- (छ) "संचालक, इलैक्ट्रानिक सेवा प्रदाय का संचालक" से अभिप्रेत है इलैक्ट्रानिक सेवा प्रदाय के संचालक के रूप में अधिसूचित सरकार का कोई अधिकारी;
- (ज) "ई-सेवा" से अभिप्रेत है, ऐसी सेवा जो कि अधिसूचना द्वारा विनिर्दिष्ट की जाए तथा उपयोगकर्ता को इलैक्ट्रानिक रूप से प्रदाय की जाए;
- (झ) "इलैक्ट्रानिक सेवा प्रदाय" से अभिप्रेत है, इलैक्ट्रानिक साधनों से प्ररूपों एवं आवेदनों की प्राप्ति, किसी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण पत्र का प्रदाय, किसी धन की प्राप्ति अथवा संदाय, स्वीकृति अथवा अनुमोदन के रूप में प्रदान की गई लोक सेवाएं अथवा ऐसी कोई अन्य लोक सेवा जो इन नियमों के अधीन विनिर्दिष्ट प्रक्रिया का पालन करते हुए प्रदान की गई हो;
- (ञ) "सरकार" से अभिप्रेत है मध्यप्रदेश सरकार;
- (ट) "लोक सेवा" से अभिप्रेत है सरकार द्वारा या तो अपने सक्षम प्राधिकारियों अथवा अपनी किसी एजेन्सी के माध्यम से, सीधे अथवा किसी सेवा प्रदाता के माध्यम से सरकार द्वारा प्रदान की गई कोई सेवा, जिसमें अन्य बातों के साथ साथ प्ररूपों एवं आवेदनों की प्राप्ति, किसी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र का प्रदाय, स्वीकृति, अनुमोदन अथवा किसी धन की प्राप्ति एवं संदाय सम्मिलित होंगे;
- (ठ) "सेवा प्रभार" से अभिप्रेत है ऐसी राशि जो कि प्राधिकृत सेवा प्रदाता को इलैक्ट्रानिक सेवा प्रदान करने के लिये सरकार द्वारा भुगतान योग्य विनिर्दिष्ट की जाए तथा इसमें सम्यक् रूप से प्राधिकृत कोई कर, अधिभार अथवा कोई अन्य राशि, जो किसी सेवा के प्रदाय के लिए किसी व्यक्ति द्वारा सक्षम प्राधिकारी को किसी अधिनियम, नियम, विनियम या सरकार के किसी आदेश के अधीन उस व्यक्ति द्वारा संबंधित सक्षम प्राधिकारी को आवेदन प्रस्तुत करते समय अन्यथा देय हो, सम्मिलित नहीं है।

- (ड) "हस्ताक्षरकर्ता प्राधिकारी" से अभिप्रेत है, ऐसा प्राधिकारी जिसे क्रमशः किसी अधिनियम, नियम, विनियम अथवा सरकार के किसी आदेश के अधीन अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी अथवा अनुमोदन जारी करने हेतु सशक्त किया गया है ;
- (ढ) "राज्य इलैक्ट्रानिक अभिलेख संग्रह" से अभिप्रेत है, सक्षम प्राधिकारी द्वारा, ऐसे अभिलेखों तक पहुंच और उन्हें नागरिकों को प्रदाय करने के प्रयोजन से, अनुरक्षित इलैक्ट्रानिक रूप से हस्ताक्षरित समस्त अभिलेखों का इलैक्ट्रानिक संग्रह ;
- (ण) "इलैक्ट्रानिक चिन्हक " से अभिप्रेत है, अधिनियम की धारा 2 के उप-खण्ड (नक) के अनुसार किसी उपयोगकर्ता द्वारा दूसरी अनुसूची में विनिर्दिष्ट इलैक्ट्रानिक तकनीकी के माध्यम से किसी इलैक्ट्रानिक अभिलेख का अभिप्रमाणन है और इसके अंतर्गत अंकीय चिन्हक भी है।
- (2) उन शब्दों और अभिव्यक्तियों के, जो इन नियमों में प्रयुक्त हुए हैं किन्तु इन नियमों में परिभाषित नहीं किए गए हैं किन्तु जो अधिनियम में परिभाषित किए गए हैं, के वही अर्थ होंगे, जो अधिनियम में उन्हें उनके लिए समनुदेशित किए गए हैं।

### 3. इलैक्ट्रानिक सेवा प्रदाय प्रणाली :-

- (1) सेवाओं के दक्षतापूर्ण प्रदाय के प्रयोजन के लिए, सरकार आवश्यकतानुसार एक या अधिक प्राधिकृत सेवा प्रदाता को इलैक्ट्रानिक रूप से सक्षम कियोस्क द्वारा अथवा इलैक्ट्रानिक सेवा प्रदाय के अन्य किसी यांत्रिक प्रक्रिया के माध्यम से लोक सेवाएं प्रदान करने हेतु प्राधिकृत कर सकेगी।

**स्पष्टीकरण:-** यह स्पष्ट किया जाता है कि इन नियमों में प्राधिकृत सेवा प्रदाता एवं प्राधिकृत अभिकर्ताओं के माध्यम से ई-सेवा प्रदाय किए जाने से संबंधित उपबंध हैं, जबकि ई-सेवा प्रदाय किए जाने के अन्य यांत्रिकीय साधन जैसे राज्य आनलाईन पोर्टल, सरकारी विभागों के आउटलेट एवं बेव पर उपयोगकर्ताओं को सीधे उपलब्ध करवाई जा रही आनलाईन सेवाएं संबंधित सरकारी विभागों या उनके अभिकर्ताओं द्वारा सामान्य रीति में प्रशासित होंगी।

(2) इन नियमों के अधीन किसी ई-सेवा के संबंध में जारी किए गए आवेदन का प्ररूप तथा प्रमाण पत्र का फारमेट ऐसा होगा जैसा कि सरकार द्वारा विनिर्दिष्ट किया जाए।

4. सक्षम अधिकारी का इलैक्ट्रानिक रीति से प्रदाय की जाने वाली लोक सेवाओं की सूची अधिसूचित करने का कर्तव्य:-

(1) प्रत्येक सक्षम प्राधिकारी, इन नियमों के प्रारंभ होने के एक सौ अस्सी दिन की कालावधि के भीतर,-

(क) विभाग, अभिकरण अथवा निकाय की लोक सेवाएं, जो इलैक्ट्रानिक रीति से प्रदाय की जा सकती हैं ;

(ख) वह तारीख, जिससे ऐसी सेवाएं इलैक्ट्रानिक रीति के माध्यम से उपलब्ध कराई जाएंगी;

(ग) सेवा के स्तरों के रूप में कार्यक्षमता, गुणवत्ता तथा यथार्थता के लिए मापदण्ड अधिकथित करना ; और

(घ) इलैक्ट्रानिक रीति से प्रदाय की जाने वाली ऐसी प्रत्येक सेवा के लिए पदाभिहित अधिकारी, अधिसूचित करेगा।

(2) सक्षम प्राधिकारी, प्रत्येक वर्ष अथवा यथा अपेक्षित रूप में बार-बार ऐसे प्रकाशनों के पश्चात् उनकी समीक्षा करेगा और उन्हें अद्यतन करेगा।

5. हस्ताक्षरकर्ता प्राधिकारी की अधिसूचना:-

(1) सक्षम प्राधिकारी, विभिन्न लोक सेवाओं के संबंध में हस्ताक्षरकर्ता प्राधिकारियों की सूची और राज्य में उनकी अपनी अपनी क्षेत्राधिकारिता की स्थानीय सीमाओं को, हस्ताक्षरकर्ता प्राधिकारी के नाम, उनकी कालावधि और ऐसे प्राधिकारी के क्षेत्राधिकार के विस्तार को सम्यक् रूप से विनिर्दिष्ट करते हुए, अधिसूचित करेगा।

(2) सक्षम प्राधिकारी द्वारा हस्ताक्षरकर्ता प्राधिकारी की हैसियत धारण करने वाले कर्मचारियों की सेवानिवृत्ति, स्थानांतरण, निलम्बन अथवा सेवा समाप्ति के संबंध में तत्काल संचालक, इलैक्ट्रानिक सेवा प्रदाय को सूचना दी जाएगी।

(3) हस्ताक्षरकर्ता प्राधिकारी द्वारा भी उनके सक्षम प्राधिकारी को उनकी सेवानिवृत्ति, स्थानांतरण, निलम्बन अथवा सेवा समाप्ति के संबंध में तत्काल सूचना देगा तथा सक्षम प्राधिकारी उनसे संबंधित एप्लीकेशन साफ्टवेयर में खण्ड (2) में वर्णित परिवर्तन कराएगा।

6. संचालक, इलैक्ट्रानिक सेवा प्रदाय की शक्तियां तथा कृत्य :-

- (1) ऐसी सभी सेवाओं की सूची जिन्हें इन नियमों को लागू होने के पूर्व इलैक्ट्रानिक माध्यम से प्रदाय किया जा रहा है, एकत्रित कर उनका प्रकाशन करेगा जिसमें सेवा प्रदाता प्रसंस्करण प्रभार, विधिक शुल्क, सेवा प्रदाता प्रक्रिया एवं माध्यम जिससे सेवा प्रदाय की जा रही है, का उल्लेख होगा।
- (2) संचालक, इलैक्ट्रानिक सेवा प्रदाय, निम्नलिखित शक्तियों का प्रयोग तथा कृत्यों का पालन करेगा, अर्थात्:-
  - (क) प्राधिकृत सेवा प्रदाताओं की सेवाओं को प्राधिकृत करना, उनका,निलम्बन अथवा सेवाएं समाप्त करना;
  - (ख) प्राधिकृत सेवा प्रदाताओं द्वारा प्राधिकृत अभिकर्ताओं के चयन के संबंध में मानकों को अवधारित करना;
  - (ग) प्राधिकृत सेवा प्रदाताओं एवं प्राधिकृत अभिकर्ताओं के कृत्यों, जिम्मेदारियों तथा दायित्वों को अवधारित करना;
  - (घ) प्राधिकृत सेवा प्रदाताओं एवं प्राधिकृत अभिकर्ताओं द्वारा सेवा के स्तरों पर पालन किए जाने वाले मानक अवधारित करना;
  - (ङ) प्राधिकृत सेवा प्रदाताओं एवं प्राधिकृत अभिकर्ताओं द्वारा ई-सेवाएं प्रदान किए जाने के लिए प्रभारित किए जाने वाले सेवा प्रभारों को अवधारित करना;
  - (च) प्राधिकृत सेवा प्रदाताओं एवं प्राधिकृत अभिकर्ताओं की सेवाओं को प्राधिकृत करने, उन्हें निलंबित करने अथवा सेवा समाप्त किए जाने संबंधी निबन्धन एवं शर्तों को अवधारित करना; और
  - (छ) प्राधिकृत सेवा प्रदाताओं एवं प्राधिकृत अभिकर्ताओं के ऐसे निलम्बन या उनकी सेवा समाप्त होने की दशा में, ई-सेवा प्रदाय किए जाने के लिए वैकल्पिक व्यवस्था करना।
- (3) उपयुक्त सेवा तथा सेवा प्रदाता के चयन, इलैक्ट्रानिक सेवा प्रदाता की संरचना और सेवा प्रभार के प्रयोजन के दिशानिर्देश देना।

7. इलैक्ट्रानिक सेवा प्रदाय हेतु प्राधिकृत सेवा प्रदाता.-

प्राधिकृत सेवा प्रदाता, संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा यथाअवधारित समुचित और प्राधिकृत अभिकर्ताओं के नेटवर्क स्थापित करते हुए उपयोगकर्ताओं को, इन नियमों के अनुरूप अधिसूचित लोक सेवाएं इलैक्ट्रानिक रूप से उपलब्ध कराएगा।

8. प्राधिकृत सेवा प्रदाता द्वारा प्राधिकृत अभिकर्ताओं की नियुक्ति.—

- (1) प्राधिकृत सेवा प्रदाता उतनी संख्या में प्राधिकृत अभिकर्ताओं की नियुक्ति कर सकेगा जितनी कि सक्षम प्राधिकारी द्वारा अधिकथित दक्षता, गुणवत्ता तथा यथार्थता के मानकों की पूर्ति करते हुए इलैक्ट्रानिक रूप से सेवा प्रदान करने हेतु अपेक्षित हों।
- (2) प्राधिकृत सेवा प्रदाता यह सुनिश्चित करेगा कि वह और प्राधिकृत अभिकर्ता इलैक्ट्रानिक रूप से लोक सेवा प्रदाय करने के लिए उसके संचालन का प्रारंभ होने के पूर्व डिजिटल हस्ताक्षर प्रमाण पत्र प्राप्त करें।
- (3) प्राधिकृत सेवा प्रदाता प्राधिकृत अभिकर्ता को दक्षतापूर्ण तथा त्रुटिहीन रीति में इलैक्ट्रानिक सेवा प्रदाय करने हेतु अपेक्षित कौशल देने के लिए समुचित प्रशिक्षण भी दे सकेगा।

9. प्राधिकृत सेवा प्रदाता द्वारा संचालन का प्रारंभ किया जाना.—

प्राधिकृत सेवा प्रदाता इलैक्ट्रानिक सेवाएं प्रदान करने के लिए अपना व्यावसायिक संचालन प्रारंभ करने के पूर्व,—

- (क) संचालक, इलैक्ट्रानिक सेवा प्रदाय को इन विनियमों में विनिर्दिष्ट प्रक्रिया और मानकों को अंगीकार करने के बारे में लिखित में या सम्यक् रूप से डिजिटल हस्ताक्षर युक्त ई-मेल द्वारा सूचित करेगा; और
- (ख) इलैक्ट्रानिक सेवाओं के दक्षतापूर्ण प्रदाय के लिए आवश्यक, संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा अधिकथित मानकों के निबंधनों के अनुसार त्रुटिहीन रीति में समस्त सुविधाएं व अवसंरचना स्थापित करेगा और संचालक, इलैक्ट्रानिक सेवा प्रदाय को उसकी लिखित में या सम्यक् रूप से डिजिटल हस्ताक्षर युक्त ई-मेल द्वारा सूचित करेगा।

10. प्राधिकृत सेवा प्रदाता द्वारा सेवा प्रभार संग्रहीत किया जाना.—

- (1) किसी उपयोगकर्ता द्वारा किसी ई-सेवा के लिए किसी इलैक्ट्रानिक सेवा प्रदाता या किसी प्राधिकृत अभिकर्ता को प्रस्तुत किए गए आवेदन के साथ ऐसा सेवा प्रभार दिया जाएगा जैसा कि संचालक, इलैक्ट्रानिक सेवा प्रदाता द्वारा अवधारित किया जाए और जो प्राधिकृत सेवा प्रदाता को आवेदन प्रस्तुत करते समय नगद में देय होगा।
- (2) संचालक, इलैक्ट्रानिक सेवा प्रदाय अधिसूचना द्वारा, ई-सेवा के लिए सेवा प्रभार अवधारित कर सकेगा।

- (3) निम्नलिखित ई-सेवाओं के लिए भिन्न भिन्न सेवा प्रभार अवधारित किए जा सकेंगे, अर्थात्:-
- (क) स्थिति की पूछताछ;
  - (ख) ई-सेवाओं से संबंधित प्रिंट आउट;
  - (ग) ई-सेवाओं से संबंधित दस्तावेजों की स्केनिंग;
  - (घ) अभिस्वीकृति रसीद; और
  - (ङ) कोई अन्य ई-सेवा
- (4) सेवा प्रभारों में संबंधित सक्षम प्राधिकारी को किसी व्यक्ति द्वारा देय सम्यक् रूप से प्राधिकृत वे कर, प्रभार, शोध्य या सेवा के संबंध में शोध्य कोई अन्य राशि सम्मिलित नहीं होगी जो कि संबंधित अधिनियम, नियम, विनियम या सरकार के किसी आदेश के अधीन सक्षम प्राधिकारी को आवेदन करते समय अन्यथा देय हों।

#### 11. सेवा प्रदाता द्वारा शुल्क संग्रहीत किया जाना .-

- (1) किसी सेवा के संबंध में किसी व्यक्ति द्वारा संबंधित सक्षम प्राधिकारी को देय कोई शुल्क अथवा सम्यक् रूप से प्राधिकृत कर, प्रभार, शोध्य अथवा कोई अन्य राशि जो कि संबंधित अधिनियम, नियम, विनियम या सरकार के किसी आदेश के अधीन संबंधित सक्षम प्राधिकारी को आवेदन करते समय अन्यथा देय हों, उन भुगतानों को छोड़कर, जिनका कि भुगतान न्यायालय शुल्क स्टाम्प अथवा ट्रेजरी चालानों के रूप में किया जाना साधारणतः अपेक्षित होता है, यथास्थिति, प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता द्वारा भी संग्रहीत किए जा सकेंगे।
- (2) प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता द्वारा संग्रहीत किया गया शुल्क संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा अवधारित किए गए अनुसार यथास्थिति, प्राधिकृत सेवा प्रदाता या प्राधिकृत अभिकर्ता द्वारा समग्र रूप में शासकीय कोषालय को प्रेषित किया जाएगा।

#### 12. सेवा प्रदाता द्वारा सेवा प्रभार तथा शुल्क का प्रेषण.-

- (1) प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता द्वारा ई-सेवा के लिए संग्रहीत सेवा प्रभार का संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा समय-समय पर अवधारित किया गया प्रतिशत सरकार को प्रभाजित किया जाएगा।
- (2) प्राधिकृत सेवा प्रदाता या प्राधिकृत अभिकर्ता द्वारा इस प्रकार संग्रहीत सेवा प्रभार में से सरकार का अंश संचालक, इलैक्ट्रानिक सेवा प्रदाता द्वारा अवधारित किए गए अनुसार शासकीय कोषालय को प्रेषित किया जाएगा।

13. सेवा प्रदाता को भुगतान किए गए सेवा प्रभार के संबंध में उपधारणा तथा ई-सेवा प्राप्त करने की अन्य शर्तें.—

- (1) जहां कोई व्यक्ति किसी प्राधिकृत सेवा प्रदाता अथवा किसी प्राधिकृत अभिकर्ता को किसी अधिसूचित ई-सेवा के संबंध में किसी सेवा प्रभार का भुगतान करता है, वहां संचालक, इलैक्ट्रॉनिक सेवा प्रदाय द्वारा यथाअवधारित प्ररूप तथा रीति में भुगतान को दर्शाने वाला प्रिंट आउट या त्वरित इलैक्ट्रॉनिक अभिस्वीकृति जो प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता द्वारा ऐसे व्यक्ति को उपलब्ध कराई गई हो, साधारणतया ऐसे भुगतान का प्रमाण मानी जाएगी और सामान्य परिस्थितियों यह उपधारणा की जाएगी कि वे शोध्य तथा दावे जिनके लिए जारी अभिस्वीकृति तात्पर्यित है, उस सीमा तक चुका दिए गए हैं।
- (2) प्राधिकृत सेवा प्रदाता या प्राधिकृत अभिकर्ता को सेवा प्रभारों का भुगतान कर दिए जाने से संबंधित व्यक्ति के पक्ष में अधिसूचित ई-सेवाएं प्राप्त करने का स्थाई अथवा अस्थायी अधिकार अथवा हक सृजित नहीं होगा।
- (3) यदि सेवा के प्रदाय से संबंधित समस्त शर्तों की प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता को भुगतान करते समय पूर्ति नहीं की जाती है तो मात्र भुगतान कर दिया जाना ऐसी सेवा का प्रदाय सुनिश्चित करने के लिए पर्याप्त नहीं होगा।

14. इलैक्ट्रॉनिक सेवा प्रदाय प्रणाली अपनाई जाकर सरकार के पक्ष में अथवा सरकार द्वारा धन की प्राप्ति अथवा संदाय.—

इलैक्ट्रॉनिक सेवा प्रदाय प्रणाली अपनाई जाकर सरकार के पक्ष में अथवा सरकार द्वारा धन की प्राप्ति अथवा संदाय सरकार की वित्त संहिता और कोषालय संहिता का प्रभावी अनुपालन समझा जाएगा।

15. प्ररूप, आवेदन अथवा किसी अन्य दस्तावेज का भरा जाना.—

- (1) अधिनियम की धारा 6 की उपधारा (1) के खण्ड (क) में निर्दिष्ट कोई प्ररूप, आवेदन अथवा कोई अन्य दस्तावेज मध्यप्रदेश सरकार द्वारा प्राधिकृत किसी कार्यालय, प्राधिकरण, निकाय, अभिकरण अथवा प्राधिकृत सेवा प्रदाता को उसके द्वारा विनिर्दिष्ट किये गये एप्लीकेशन साफ्टवेयर का उपयोग करते हुए भरे जा सकेंगे।
- (2) उप खण्ड (1) में निर्दिष्ट कार्यालय, प्राधिकरण, अभिकरण अथवा प्राधिकृत सेवा प्रदाता ऐसे साफ्टवेयर से विकसित करने के दौरान इलैक्ट्रॉनिक अभिलेख की निम्न विशिष्टियों का ध्यान रखेंगे, अर्थात्:—

- (क) जीवन-काल;
- (ख) परिरक्षण क्षमता;
- (ग) पहुंच/प्रवेश;

- (घ) पठनीयता;
- (ङ) लिंक सूचनाओं से संबंधित व्यापकता;
- (च) अधिप्रामाणिकता एवं सत्यनिष्ठा के साक्ष्यिक मूल्य;
- (छ) नियन्त्रित नश्वरता; और
- (ज) संवर्धन क्षमता।

16. किसी अनुज्ञापत्र, मंजूरी अथवा अनुमोदन का जारी अथवा प्रदाय किया जाना.-

- (1) अधिनियम की धारा 6 की उपधारा (1) के खण्ड (ख) में निर्दिष्ट कोई अनुज्ञप्ति, अनुज्ञापत्र, मंजूरी अथवा अनुमोदन नियम 15 के अधीन विनिर्दिष्ट एप्लीकेशन साफ्टवेयर का उपयोग कर जारी अथवा प्रदान किए जा सकेंगे।
- (2) इस प्रकार जारी की जाने वाली अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी अथवा अनुमोदन उक्त अधिनियम, नियम, विनियम या आदेश में निर्दिष्ट प्ररूप में होंगे और उन पर उस हस्ताक्षरकर्ता अधिकारी का नाम तथा पदनाम, ऐसे अभिलेख के सृजन की तारीख और समय सहित अंतर्विष्ट होगा जिसने इलैक्ट्रॉनिक अभिलेख को डिजिटल रूप में हस्ताक्षरित तथा अनुमोदित किया था।

17. डिजिटल रूप से हस्ताक्षरित इलैक्ट्रॉनिक अभिलेख के संग्रहालय का सृजन.-

- (1) सक्षम प्राधिकारी, इन नियमों के प्रारंभ होने के पश्चात्, यथाशक्यशीघ्र, यथार्थिति, ऐसी अनुज्ञप्तियों, अनुज्ञापत्रों, प्रमाण-पत्रों, मंजूरीयों अथवा अनुमोदनों तक पहुंचने तथा उन्हें उपयोगकर्ता को प्रदान करने हेतु प्राधिकृत सेवा प्रदाताओं या प्राधिकृत अभिकर्ताओं को सक्षम बनाने हेतु सहयुक्त एप्लीकेशन साफ्टवेयर तथा कार्यगति के साथ साथ डिजिटल रूप से हस्ताक्षरित इलैक्ट्रॉनिक अभिलेखों का संग्रहालय और डाटाबेस सृजित, स्थापित और संधारित कर सकेगा।
- (2) ऐसे सक्षम प्राधिकारियों द्वारा उनके अपने अपने नियन्त्रण के अधीन के इलैक्ट्रॉनिक डाटा, सूचनाएं, उपयोजनों, डिजिटल रूप में हस्ताक्षरित अभिलेखों के संग्रहालय तथा सूचना प्रौद्योगिकी की आस्तियों के संबंध में सरकार द्वारा यथाविनिर्दिष्ट सुसंगत सुरक्षा प्रक्रिया का अनुसरण किया जाएगा।

18. डिजिटल रूप से हस्ताक्षरित इलैक्ट्रॉनिक अभिलेखों के संग्रहालय में परिवर्तन की प्रक्रिया.-

- (1) कोई सक्षम प्राधिकारी अथवा कोई हस्ताक्षरकर्ता प्राधिकारी उक्त अधिनियम, नियम, विनियम अथवा आदेश में विहित प्रक्रिया को अनुसरण करने के पश्चात् या तो स्वप्रेरणा से अथवा किसी हितबद्ध पक्ष द्वारा आवेदन किया जाने पर किसी डिजिटल रूप में हस्ताक्षरित



इलेक्ट्रानिक अभिलेखों के संग्रहालय में समुचित परिवर्तन कर सकेगा अथवा परिवर्तन करने का आदेश दे सकेगा।

- (2) ऐसे किसी प्राधिकारी को केवल उसके अपने क्षेत्राधिकार से संबंधित इलेक्ट्रानिक अभिलेखों के संबंध में ही परिवर्तन करने का अथवा परिवर्तन करने का आदेश देने का विशेषाधिकार होगा।
- (3) डिजिटल रूप से हस्ताक्षरित इलेक्ट्रानिक अभिलेखों के संग्रहालय में किसी अभिलेख को प्रभावित करने वाला कोई परिवर्तन या अभिवर्धन अथवा इलेक्ट्रानिक अभिलेखों के ऐसे संग्रहालय में से किसी अभिलेख के किसी लोप पर संबंधित प्राधिकारी द्वारा सदैव डिजिटल रूप से हस्ताक्षर किए जाएंगे और ऐसे समस्त परिवर्तनों के इलेक्ट्रानिक संपरीक्षा बिन्ह संधारित किए जाएंगे।

19. इलेक्ट्रानिक सेवा प्रदाय के लिए सुरक्षित एप्लीकेशन साफ्टवेयर का सृजन.—

- (1) सक्षम प्राधिकारियों द्वारा समुचित रूप से सृजित एप्लीकेशन साफ्टवेयर प्राप्त किया जाएगा, जिसका उपयोग करते हुए हस्ताक्षरकर्ता प्राधिकारी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी अथवा अनुमोदनों पर डिजिटल हस्ताक्षर करेंगे तथा उसका प्रयोग करने के पूर्व किसी तृतीय पक्ष अभीकरण द्वारा उन्हें संपरीक्षित करवाया जाएगा, जिससे कि उसकी सुरक्षा, विश्वसनीयता, कार्य तथा स्थिरता सुनिश्चित की जा सके।
- (2) ऐसा प्रत्येक एप्लीकेशन साफ्टवेयर अन्य बातों के साथ साथ प्रत्येक अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी अथवा अनुमोदन की एकल पहचान समनुदेशित करने की क्षमता धारण करता हो।
- (3) प्रत्येक प्राधिकृत सेवा प्रदाता संबंधित सक्षम प्राधिकारी के परामर्श से उसके स्वामित्व का एप्लीकेशन साफ्टवेयर सृजित करेगा जो इन नियमों के अनुसार इलेक्ट्रानिक सेवा प्रदाय करने हेतु ऐसे प्राधिकृत सेवा प्रदाताओं को सक्षम बनाएगा।
- (4) सक्षम प्राधिकारी अथवा प्राधिकृत सेवा प्रदाता द्वारा सृजित ऐसे प्रत्येक एप्लीकेशन साफ्टवेयर में अन्य बातों के साथ साथ निम्नलिखित विशिष्टियां एवं क्षमताएं होंगी, अर्थात् :-
  - (क) डिजिटल हस्ताक्षर प्रमाण-पत्र के उपयोग के माध्यम से अधिकृत अभिकर्ताओं का सुरक्षित लागू-इन जो कि अनुप्रयोग (एप्लीकेशन) प्रणाली का उपयोग करने के लिए आवश्यक है;
  - (ख) डिजिटल रूप से हस्ताक्षरित अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र मंजूरी या अनुमोदनों के मुद्रण एवं प्रदाय के लिए सक्षम प्राधिकारियों द्वारा संधारित डिजिटल रूप से हस्ताक्षरित इलेक्ट्रानिक अभिलेखों के संग्रहालय तक अधिकृत अभिकर्ताओं की सुरक्षित पहुंच; और

(ग) नागरिकों को इलैक्ट्रॉनिक सेवाएं प्रदान करने के दौरान किसी अधिकृत अभिकर्ता द्वारा जारी वाउचर या रसीदों को विशिष्ट पहचान देना।

(5) संचालक, इलैक्ट्रॉनिक सेवा प्रदाय ऐसे एप्लीकेशन साफ्टवेयर की, प्राधिकृत सेवा प्रदाता द्वारा प्रयोग में लाए जाने के पूर्व तथा जब कभी भी उसमें कोई परिवर्तन किए जाएं, किसी तृतीय पक्ष अभिकरण द्वारा संपरीक्षा करवाएगा जिससे प्राधिकृत सेवा प्रदाय द्वारा उसकी सुरक्षा, विश्वसनीयता, कार्य तथा स्थिरता सुनिश्चित की जा सके।

20. प्राधिकृत सेवा प्रदाता या प्राधिकृत अभिकर्ता द्वारा ई-सेवा का प्रदाय.—

(1) किसी उपयोगकर्ता द्वारा किसी सेवा की व्यवस्था के लिए किसी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी या अनुमोदन को जारी करने तथा किसी राशि की प्राप्ति अथवा भुगतान के संबंध में किए गए अनुरोध पर प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता किसी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी या अनुमोदन, डाटाबेस अथवा किसी भुगतान अथवा प्राप्ति के संबंध में नियम 19 में विनिर्दिष्ट उनके सुरक्षित अनुप्रयोग के माध्यम से डिजिटल रूप में हस्ताक्षरित इलैक्ट्रॉनिक अभिलेखों के संबंधित विभागीय संग्रहालय तक पहुंचेगा।

(2) प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता को केवल उसके डिजिटल हस्ताक्षर प्रमाण-पत्र का उपयोग करने पर ही इस प्रकार पहुंच की अनुमति होगी।

(3) प्राधिकृत सेवा प्रदाता या प्राधिकृत अभिकर्ता सेवा प्रभार के साथ साथ विनिर्दिष्ट फीस, कर, शुल्क अथवा भुगतान प्राप्त कर सकेंगे, सम्बन्धित अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी या अनुमोदन या किसी भुगतान या प्राप्ति से सम्बन्धित डाटाबेस अभिलेख डाउनलोड कर सकेंगे। डिजिटल रूप से हस्ताक्षरित इलैक्ट्रॉनिक अभिलेख के संग्रहालय से किसी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण पत्र, मंजूरी या अनुमोदन को मुद्रित कर सकेंगे या भुगतान वाउचर या पावती को सम्बन्धित डाटाबेस से मुद्रित कर सकेंगे और सुरक्षित अनुप्रयोग साफ्टवेयर तथा सुरक्षित स्टेशनरी का उपयोग करते हुए दस्तावेजों को मुद्रित कर सकेंगे।

21. डिजिटल रूप में हस्ताक्षरित दस्तावेजों का सत्यापन.—

(1) सक्षम प्राधिकारी, किसी प्राधिकृत सेवा प्रदाता अथवा प्राधिकृत अभिकर्ता अथवा राज्य इलैक्ट्रॉनिक अभिलेखों के संग्रहालय द्वारा प्रदाय की गई किसी अनुज्ञप्ति, अनुज्ञापत्र, प्रमाण-पत्र, मंजूरी, अनुमोदन अथवा प्राप्ति के ऑन लाइन सत्यापन की कोई प्रणाली (पोर्टल/वेबसाइट) तैयार करवाएगा।

(2) इन नियमों के अधीन जारी किसी दस्तावेज अथवा प्रमाण-पत्र की प्रामाणिकता के सत्यापन की वांछा रखने वाला कोई व्यक्ति अथवा

प्राधिकारी सत्यापन के लिए चाहे गये दस्तावेज पर दिए गए मुद्रित यूनिक पहचान के उपयोग से ऐसे पोर्टल अथवा वेबसाइट से प्रवेश कर सकेगा।

**22. सूचना प्रणालियों तथा प्राधिकृत सेवा प्रदाताओं और प्राधिकृत अभिकर्ताओं के लेखाओं की संपरीक्षा.-**

- (1) संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा राज्य में प्राधिकृत सेवा प्रदाताओं तथा उनके प्राधिकृत अभिकर्ताओं के अभिलेख और लेखाओं की सूचना सुरक्षा संपरीक्षा संगठन के रूप में पैनलित किए गए किसी अभिकरण द्वारा ऐसे अंतरालों पर संपरीक्षा किए जाने का आदेश दे सकेगा जैसा कि वह ठीक समझे।
- (2) उप नियम (1) में निर्दिष्ट संपरीक्षा में सूचना की सुरक्षा, गोपनीयता और निजता, इलैक्ट्रानिक सेवा प्रदाय में उपयोग हो रहे कोई एप्लीकेशन साफ्टवेयर की क्रियाशीलता और कार्यक्षमता तथा प्राधिकृत सेवा प्रदाताओं और उनके प्राधिकृत अभिकर्ताओं द्वारा रखे गये लेखाओं की शुद्धता के पहलू समाविष्ट हो सकेंगे।
- (3) प्राधिकृत सेवा प्रदाता तथा उनके प्राधिकृत अभिकर्ताओं के लिए यह अनिवार्य होगा कि वे इलैक्ट्रानिक सेवा प्रदाय के संचालक द्वारा नियुक्त किए गए संपरीक्षा अभिकरणों को ऐसी जानकारी तथा सहायता उपलब्ध कराए जो कि संपरीक्षा अभिकरणों द्वारा दिए गए निर्देशों का पालन तथा संपरीक्षा अभिकरणों द्वारा दर्शाई गई त्रुटियों और कमियों को दूर करने के लिए आवश्यक हों।

**23. इलैक्ट्रानिक सेवा प्रदाय में विशेष लेखन सामग्री का उपयोग.-**

- (1) प्राधिकृत सेवा प्रदाताओं तथा उनके अभिकर्ताओं द्वारा सेवएं प्रदान किए जाने के लिए उपयोग में लाई जाने वाली विशेष लेखन सामग्री, प्ररूपों, आवेदनों, अनुज्ञप्तियों, अनुज्ञापत्रों, प्रमाण-पत्रों, भुगतान की रसीदों तथा ऐसे अन्य दस्तावेजों के लिए जो कि इलैक्ट्रानिक सेवा प्रदाय के भाग हों, उनमें सुरक्षा की दृष्टि से खास बातों को जोड़ते हुए संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा अवधारित की जाएगी।
- (2) प्रमाण-पत्रों, अनुज्ञप्तियों तथा अनुज्ञापत्रों में एक घोषणा की जाएगी जो ऐसे प्ररूपों में की जाएगी जैसे कि संचालक, इलैक्ट्रानिक सेवा प्रदाय द्वारा अवधारित किया जाए।

**24. निरसन तथा व्यावृत्तियां.-**

- (1) इन नियमों के प्रारम्भ होने की तारीख से मध्यप्रदेश सूचना प्रौद्योगिकी (नागरिक सेवाओं को इलैक्ट्रानिक माध्यम से प्रदाय तथा सेवा प्रदात की नियुक्ति का विनियमन) नियम, 2011, एतद्वारा, निरसित किए जाते हैं।<sup>९</sup>

- (2) उक्त नियमों के निरसन के होते हुए भी उक्त नियमों के अधीन किए गए कोई कार्य अथवा की गई कोई कार्रवाई इन नियमों के तत्स्थानी उपबंधों के अधीन किए गए कार्य अथवा की गई कार्रवाई समझी जाएगी।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

**चन्द्रशेखर वालिम्बे**, उपसचिव.

भोपाल, दिनांक 3 जुलाई, 2017

क्रमांक एफ 8-2/2016/56 - भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसरण में मध्यप्रदेश सूचना प्रौद्योगिकी (इलेक्ट्रॉनिक सर्विस डिलीवरी) नियम 2017 का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद् द्वारा प्रकाशित किया जाता है।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

**चन्द्रशेखर वालिम्बे**, उपसचिव.

No. F 8-2/2016/Forty one(2)

Bhopal , Dated, 03-07-2017

In exercise of the powers conferred by section 90 read with sections 6 and 6A of the Information Technology Act, 2000, (No. 21 of 2000) and in supersession of this department's Notification No. F-3-1/2007-fifty six dated 12.07.2011 the Governor of Madhya Pradesh, hereby, makes the following rules, namely:-

#### Rules

#### 1. Short title and commencement.-

- (1) These rules may be called the Madhya Pradesh Information Technology (Electronic Service Delivery) Rules, 2017.
- (2) They shall come into force from the date of their publication in the Official Gazette.

#### 2. Definitions.- (1) In these rules, unless the context otherwise requires.-

- (a) "Act" means the Information Technology Act, 2000 (No. 21 of 2000);
- (b) "authorised agent" means an agent of the Authorised Service Provider and includes an operator of an electronically enabled kiosk or front office who is permitted to deliver public services to the users with the help of a computer resource or any communication device, by following the procedure specified under these rules;

- (c) "**Authorised Service Provider**" means an agency including a body corporate or an Agency of the Government, authorised by the Director of electronic service delivery, to establish and manage a system of delivering services electronically, in accordance with these rules;
- (d) "**body corporate**" means any company and includes a firm, sole proprietorship or other association of individuals engaged in commercial or professional activities;
- (e) "**certificate**" means a certificate required to be issued by an authority empowered under the respective Act, rule, regulation or order of the Government to issue a certificate to confirm the status, right or responsibility of a person, either natural or artificial, in accordance with any such Act, rule, regulation or order of the Government and includes a certificate in electronic form printed and delivered by an Authorised Service Provider with electronic signature on such stationery, as may be determined by the Director of electronic service delivery;
- (f) "**Competent Authority**" means the Secretary to the Government, the Head of every Department of the State and the Heads of Government Organisations and Government Bodies, as may be notified by the State Government, from time to time;
- (g) "**Director of electronic service delivery**" means the official of the Government notified as the Director of electronic service delivery;
- (h) "**e-service**", means a service as may be specified by notification and delivered electronically to the users;
- (i) "**electronic service delivery**" means the delivery of public services in the form of receipt of forms and applications, delivery of any license, permit, certificate, sanction or approval and the receipt or payment of money by electronic means or any other such public service rendered by following the procedure specified under these rules;

- (j) "**Government**" means the Government of Madhya Pradesh;
- (k) "**public service**" means any service provided by the Government either through its Competent Authorities or any of its agencies either directly or through any authorized service provider, which shall include, *inter alia*, the receipt of forms and applications, delivery of any license, permit, certificate, sanction or approval and the receipt or payment of money;
- (l) "**service charge**" means the amount as may be specified by the Government to be payable to the Authorised Service Provider for electronic delivery of services rendered and does not include any duly authorised taxes, charges, dues or any other moneys due in respect of a service payable by any person to the Competent Authority concerned that are otherwise payable under the respective Act, rule, regulation or order of the Government when making an application to the concerned Competent Authority;
- (m) "**signing authority**" means an authority empowered under the respective Act, rules, regulations or order of the Government to issue any license, permit, certificate, sanction or approval;
- (n) "**State Electronic Records Repository**" means an electronic repository of all electronically signed records, maintained by Competent Authority, for the purpose of accessing such records and delivering them to the citizens.
- (o) "**Electronic Signature**" means authentication of any electronic record by a subscriber by means of the electronic technique specified in the Second Schedule and includes digital signature.
- (2) Words and expressions used but not defined in these rules but defined in the Act, shall have the same meanings as assigned to them in the Act.

### 3. System of Electronic Service Delivery.-

- (1) For the purpose of efficient delivery the Government may require one or more authorised Service Providers to deliver public services through electronically enabled kiosks or any other mechanism for electronic service delivery.

**Explanation.-** It is hereby clarified that the present rules provide for the administration of e-service delivery through Authorised Service Provider and authorised agent whereas other mechanisms of e-service delivery such as State Online Portal, Government Departmental Outlets and online services provided to the users directly on the web shall be administered in the normal manner by the respective Government departments and agencies.

- (2) The form of application and the format of certificate issued under these rules in relation to any e-service shall be such, as may be specified by the Government.

### 4. Duty of the Competent Authority to notify the list of public services to be delivered through electronic mode.- (1) Every Competent Authority shall notify within a period of one hundred and eighty days from the commencement of these rules,-

- (a) the public services of the department, agency or body which can be delivered through electronic mode;
- (b) the date by which such service shall be made available through electronic mode;
- (c) lay down norms for efficiency, quality and accuracy in the form of service levels; and
- (d) the designated officers for delivery of each such service through electronic mode.
- (2) The Competent Authority shall thereafter, review and update these publications every year or as frequently as required.

**5. Notification of signing authorities.-** (1) The Competent Authorities shall notify the list of signing authorities in respect of different public services and local limits of their respective jurisdictions in the State duly specifying the nature of such service, the names of the signing authorities, their duration and the extent of jurisdiction of such authority.

(2) The Competent Authorities shall inform the Director of electronic service delivery immediately with respect to retirements, transfers, suspensions or terminations from services of employees holding positions of signing authorities.

(3) The signing authorities shall also inform their Competent Authorities immediately with respect to their retirements, transfers, suspensions and terminations and the Competent Authorities shall get the changes mentioned in clause (2) implemented in their respective application software.

**6. Powers and Functions of Director of electronic service delivery.-**

(1) Collecting the list of all such services where provide the electronic before that rule & published including service provider, process charge, legal fee, service provider system & source through delivered

(2) The Director of electronic service delivery shall exercise and perform the following powers and functions, namely:-

(a) to authorise, suspend or terminate the services of the Authorised Service Providers;

(b) to determine norms relating to the selection of authorised agents by the Authorised Service Providers;

(c) to determine functions, responsibilities and liabilities of Authorised Service Providers and authorised agents;

(d) to determine norms on the service levels to be complied with by the Authorised Service Providers and authorised agents;

(e) to determine service charges to be charged by the Authorised Service Providers and authorised agents for providing e-services;

(f) to determine terms and conditions relating to the authorisation, suspension or termination of the services of the Authorised Service Providers and authorised agents; and



- (g) to make alternative arrangements for delivery of e-services, in case of such suspension or termination of services of Authorised Service Providers and authorised agents.
- (3) Give direction for the purpose of suitable service and selection of Authorised service provider, structure of electronic service provider and service charge etc.
7. **Authorised Service Providers for Electronic Service Delivery.**- The Authorised Service Provider shall provide the notified public services electronically to the users in conformity with these rules, by establishing appropriate delivery infrastructure and a network of authorised agents, as determined by the Director of electronic service delivery.
8. **Appointment of authorised agents by the Authorised Service Provider.**- (1) The Authorised Service Provider may appoint such number of Authorised Agents, as may be required to deliver the services electronically to fulfil the norms of efficiency, quality and accuracy laid down by the Competent Authority.
- (2) The Authorised Service Provider shall ensure that he and the authorised agents obtain Digital Signature Certificates before they commence operations for delivery of public services electronically.
- (3) The Authorised Service Provider may also impart appropriate training to the authorised agent to impart them the skills required to deliver the electronic services efficiently and in an error-free manner.
9. **Commencement of operations by Authorised Service Provider.**- The Authorised Service Provider before commencement of its commercial operation for electronic services shall,-
- (a) inform in writing or through e-mail duly signed by digital signature to the Director of electronic service delivery with respect to the adoption of procedure and standards specified under these rules; and
- (b) install all facilities and infrastructure required for efficient delivery of electronic services in an error-free manner in terms of norms laid down by the Director of electronic service delivery and inform the same in writing or through e-mail duly signed by digital signature to the Director of electronic service delivery.

**10. Authorised Service Provider to collect service charge.-**

- (1) The application for an e-service submitted by a user to an Authorised Service Provider or an authorised agent shall be accompanied by such service charge, as may be determined by the Director of electronic service delivery and which is payable in cash to the Authorised Service Provider, at the time of making the application.
- (2) The Director of electronic service delivery may determine service charges by notification for e-services.
- (3) Different service charges may be determined for following e-services, namely:-
  - (a) the status enquiry;
  - (b) print-outs related to e-services;
  - (c) the scanning of documents related to e-services;
  - (d) the acknowledgement receipt; and
  - (e) any other e-service.
- (4) The service charge shall not include any duly authorised taxes, charges, dues or any other moneys due in respect of a service payable by any person to the Competent Authority concerned that are otherwise payable under the respective Acts, rules, regulations or orders of the Government when making an application to the concerned Competent Authority.

- 11. Fee to be collected by service provider.-** (1) Any fee or duly authorised taxes, charges, dues or any other moneys due in respect of a service payable by any person to the Competent Authority concerned that are otherwise payable under the respective Acts, rules, regulations or orders of the Government when making an application to the concerned Competent Authority, may also be collected by the Authorised Service Provider or the authorised agent, as the case may be, except for those payments that are ordinarily required to be made in the form of court fee stamps or treasury challans.

(2) The fee collected by the Authorised Service Provider or the authorised agent shall be remitted with the Government treasury, as may be determined by the Director of electronic service delivery as the case may be.

**12. Remittance of service charge and fee by the service provider.- (1)**

Out of the service charge collected by the Authorised Service Provider or the authorised agent for an e-service, a percentage of the service charge, as may be determined, from time to time by the Director of electronic service delivery may be apportioned to the Government.

(2) The share of the Government out of the service charge so collected shall be remitted by the Authorised Service Provider or the authorised agent to the Government treasury, as may be determined by the Director of electronic service delivery.

**13. Presumption with regard to service charge paid to service provider and other conditions of obtaining e-services.- (1)**

Where any person pays a service charge to an Authorised Service Provider or an authorised agent in respect of any notified e-service, the print-out or the electronic prompt acknowledgment the payment in the relevant form and manner, as may be determined by the Director of electronic service delivery provided to such person by the Authorised Service Provider or authorised agent shall normally be taken as proof of such payment and in normal circumstances it shall be presumed that the dues or claims, for which the acknowledgement is purportedly issued, have been satisfied to that extent.

(2) The payment of service charges to the Authorised Service Provider or the authorised agent shall by no means create any right or title, temporary or permanent in nature in favour of a person concerned regarding obtaining the notified e-services.

(3) It would not be sufficient merely to make payment to all conditions associated with delivery of the service are not met fully at the time of making payment to the Authorised Service Provider or the authorised agent.

- 14. Receipt or payment of money by or in favour of Government adopting the system of Electronic Service Delivery.-** The receipt or payment of money by or in favour of Government adopting the system of Electronic Service Delivery shall be deemed to be a receipt or payment effected in compliance with the Financial Code and Treasury Code of the Government.
- 15. Filing of forms, applications or any other documents.-** ( 1) Any form, application or any other document referred to in clause (a) of sub-section (1) of section 6 of the Act may be filed with any office, authority, body, agency or Authorised Service Provider authorised by the Government of Madhya Pradesh using the application software specified by it.
- (2) The office, authority, body, agency or Authorised Service Provider referred to in sub-clause (1) shall, while developing such software, take into account the following features of the electronic records, namely:-
- (a) life time;
  - (b) preservability;
  - (c) accessibility;
  - (d) readability;
  - (e) comprehensibility in respect of linked information;
  - (f) evidentiary value in terms of authenticity and integrity;
  - (g) controlled destructibility; and
  - (h) augmentability.
- 16. Issue or grant of any license, permit, sanction or approval.-** (1) Any licence, permit, sanction or approval referred to in clause (b) of sub-section (1) of section 6 of the Act may be issued or granted by using the application software specified under rule 15.

- (2) The licence, permit, certificate, sanction or approval so issued shall be in the form prescribed in the said Acts, rules, regulations or orders and shall contain the name and designation of the signing authority who had digitally signed and approved the electronic record along with the date and time of creation of such record.

**17. Creation of repository of digitally signed electronic records.-** (1)

The Competent Authorities may, as soon as, after the commencement of these rules create, establish and maintain a repository and database of digitally signed electronic records together with the associated application software and workflow to enable Authorised Service Providers or the authorised agents to access such licences, permits, certificates, sanctions or approvals, as the case may be, and deliver them to the user.

- (2) The relevant security procedures, as specified by the Government, shall be followed by such Competent Authorities, in respect of the electronic data, information, applications, repository of digitally signed electronic records and information technology assets under their respective control.

**18. Procedure for making changes in a repository of digitally signed electronic records.-** (1) Any Competent Authority or any signing

authority, either *suo motu*, or on an application made by an interested party, may make or order to make an appropriate change in a repository of digitally signed electronic records, after following the procedure prescribed in the said Acts, rules, regulations or orders.

- (2) Any such authority shall have privileges for making or ordering changes only in respect of the electronic records pertaining to its own jurisdiction.
- (3) Any change effected to any record in a repository of digitally signed electronic records, and any addition or deletion of a record from such repository of electronic records shall invariably be digitally signed by the respective authority and an electronic audit trail of all such changes shall be maintained.

- 19. Creation of secure application software for Electronic Service Delivery.-** (1) The Competent Authorities shall get appropriate application software created, using which, the Signing Authorities, shall digitally sign the license, permit certificate, sanction or approvals, and get the same audited by a third party agency, so as to ensure its security, reliability, performance and consistency, before it is deployed.
- (2) Every such application software shall, *inter alia*, possess the capability to assign an unique identification to each license, permit, certificate, sanction or approval.
- (3) Every Authorised Service Provider shall create its own application software in consultation with the respective Competent Authority, which shall enable such Authorised Service Providers to deliver electronic services in accordance with these rules.
- (4) Every such application software created either by the Competent Authority or the Authorised Service Provider shall, *inter alia*, possess the following features and capabilities, namely:-
- (a) secure login of Authorised Agents, as are required to access the application system, through the use of Digital Signature Certificates;
- (b) secure access of Authorised Agents, to the repositories of digitally signed electronic records maintained by the Competent Authorities, for printing and delivery of the digitally signed license, permit, certificate, sanction or approvals; and
- (c) to assign an unique identification to the voucher or receipt issued by any authorised agent while providing electronic services to the citizens.
- (5) The Director of electronic service delivery shall get such application software audited by a third party agency, so as to ensure its security, reliability, performance and consistency, before it is deployed by the Authorised Service Provider and also as and when changes are made in the application software.

**20. Delivery of e-Services by the Authorised Service Provider or Authorised Agent.-** (1) On a request made by a user for provision of a service, relating to the issue of any license, permit, certificate, sanction or approval and to the receipt or payment of money, the Authorised Service Provider or the authorised agent shall access the respective departmental repository of digitally signed electronic records through their secured application specified in rule 19, in respect of any license, permit, certificate sanction or approval or the database in respect of any payment or receipt

(2) The Authorised Service Provider or the authorised agent shall be permitted to have such access only with the use of its digital signature certificate.

(3) The Authorised Service Provider or the authorised agent shall accept the specified fees, tax, duty or payment along with the service charge, download the related license, permit, certificate, sanction or approval or the database record relating to any payment or receipt, print the license, permit, certificate, sanction or approval from the repository of digitally signed electronic records, or the payment voucher or receipt from the relevant database and print the document using the secure application software and the secure stationery.

**21. Verification of digitally signed documents.-** (1) The Competent Authorities shall cause to be created a system (portal/website) of online verification of any license, permit, certificate, sanction, approval or receipt delivered by any authorised service provider or the authorised agent or the State Electronic Records Repository.

(2) Any person or authority, desirous of verifying the authenticity of any document or certificate issued under these rules, may access such portal or the website using the unique identification printed on the document sought to be verified.

**22. Audit of the Information Systems and Accounts of Authorised Service Provider and authorised agents.-** (i) The Director of electronic service delivery shall order an audit to be conducted of the records and accounts of the Authorised Service Providers and their authorised agents in the State at such intervals as it may deem necessary by an agency empanelled as an information security auditing organization.

(2) The audit referred to in sub-rule (1) may cover aspects such as security, confidentiality and privacy of information, the functionality and performance of any application software used

in the electronic delivery of services and the accuracy of accounts kept by the Authorised Service Providers and their authorised agents.

- (3) It shall be incumbent on the Authorised Service Provider and their authorised agents to provide such information and assistance to the audit agencies appointed by the Director of electronic service delivery as are necessary to comply with the directions given by the audit agencies and to rectify the defects and deficiencies pointed out by the audit agencies.

**23. Use of special stationery in Electronic Service Delivery.**-(1) The special stationery to be used by the Authorised Service Providers and their agents for delivery of the services shall be determined by the Director of electronic service delivery with accompanying security features for forms, applications, licenses, permits, certificates, receipts of payment and such other documents as part of the Electronic Service Delivery.

- (2) The certificates, licenses and permits shall carry a declaration in the format as may be determined by the Director of electronic service delivery.

**24. Repeal and Saving.**- (1) As from the date of coming into force of these rules, Madhya Pradesh Information Technology (Regulation of Electronic Delivery of Citizen Services and Appointment of Service Provider) Rules, 2011 are hereby repealed.

- (2) Notwithstanding the repeal of the said rules, anything done or any action taken under the said rules shall be deemed to have been done or taken under the corresponding provisions of these rules.

By order and in the name of the Governor of Madhya Pradesh,  
CHANDRASHEKHAR WALIMBE, Dy. Secy.