

**Implementation of e-forms on SP & SSDG**  
**State Portal & State Service Delivery Gateway (SP&SSDG)**

**State Portal (SP)** will act as front end interface to state level e-Governance initiatives and services. The State Portal shall host all the forms for various Government services accessible to citizens in the state. An electronic form is a computer program version of a paper form. Aside from eliminating the cost of printing, storing and distributing pre-printed forms, and the wastage of obsolete forms, electronic forms can be filled out faster because the programming associated with them can automatically format, calculate, look up and validate information for the user. With digital signatures and routing via email, approval cycle times can be significantly reduced. With electronic submission of completed forms, you can eliminate the cost of re-keying data and the associated errors.

**State Service Delivery Gateway (SSDG)** will act as standards-based messaging middleware and provide seamless interoperability and exchange of data across the departments. The gateway will assure delivery of the request from the citizen to the specified field office of the concerned government department and provide the electronic acknowledgement of its receipt to the citizen from the field office for the successful submission of the application. Additionally the citizen will also be able to track the status of his/her application/request at any point in time.

The **e-Forms (Electronic Forms)** on State Portal and SSDG project has been formulated under the National e-Governance Plan (NeGP). It is one of the core projects under NeGP. e-forms application will enable citizens to download forms and submit their applications electronically with help of Electronic Forms hosted on the State Portal(SP) and routed by a Common service gateway(SSDG). This important initiative facilitating Electronic Service Delivery Gateway will provide significant benefits to the citizens especially in the form of a single gateway to citizen for service delivery.

The Chief Secretary, A&N Administration has launched the eforms of Animal Husbandry Department on 23.09.2014. The details of eforms are as under:

<b>Name of the department</b>	<b>Animal Husbandry and Veterinary Services</b>
Names of the eforms	1.Project report for starting Poultry/Piggery/Goatry/ Dairy Farm and other farms under Banking Scheme(Online)
	2.Application form for Training on Poultry /Piggery/Goatery/Dairy Farm / Hatchery/Duckery (with stipend /without stipend.(Online)
	3.Application form for Animal Husbandry Farm Inputs (Online)

## 1. Modes of Application

### a. Application at (CSC) Common Service Centres (e-Dweep Kendras).

The Citizen can visit the Common Service Centers for applying for the services along with all the necessary supporting documents.

### b. Application through internet

The applicant may also visit the state portal on the internet. The portal would facilitate online submission of applications. The service application would be routed to the appropriate authority by the software for necessary processing. The Citizens may apply through Andaman state portal using URL **<http://www.andaman.gov.in>**

## 2. Supporting Documents

Citizen will bring in all the required Documents in original for scanning purpose at the Common Service Centres in online mode, Village Level Entrepreneur (VLE) will do necessary scanning from originals.

## 3. Process for delivery of Service

i. After service request is completed and is saved into the Database, the applicant gets a notification through SMS/email. It is hereby notified that all certificates would be digitally signed by the Decision taking authority before disbursement. The digitally signed certificate would be disbursed in the following modes :

### a. Through Common Service Centres

Applicant will visit any Common Service Centres with the original acknowledgement receipt carrying service request number. The Authorized Operator at Common Service Centre will log into State Portal application and retrieves the Digitally Signed certificate or service document, print it and hand it over to the applicant and update the status as delivered in State Portal application and if application is rejected he will be informed on reason of rejection.

### b. Through Online Mode

Citizen will log-in to the State Portal Application with his registered userid and password. Citizen will take print out of the Digitally Signed certificate or service document and if application was rejected he gets the reason of rejection.

## 3. Services to be offered through department website in Online mode

### 1. Disease Forecasting

SN	Activity	Stake holder/ Responsibility	Citizen charter Timelines
1	Department will updated the Disease forecasting / Disease Prevailing in Local Areas(Alert) in the website of Department of AH&VS <a href="https://ahvs.andaman.gov.in/">https://ahvs.andaman.gov.in/</a>	Depart. of Animal Husbandry	Whenever required
2	Access the website <a href="https://ahvs.andaman.gov.in">https://ahvs.andaman.gov.in</a> and take printout of the disease forecast / Disease Prevailing in Local Areas(Alert) and display it prominently in the notice board	Depart. of Animal Husbandry	Whenever required (same day)

## 2. Alert about Disease Outbreak

SN	Prerequisite	Stake holder	Citizen charter timelines
1	Department will update the alert about disease outbreak in mainland, relation to the Island conditions in the website of Department <a href="https://ahvs.andaman.gov.in">https://ahvs.andaman.gov.in</a>	Depart. of Animal Husbandry	Same day (receipt of the confirmation of the disease from Ministry of Agriculture.
2	Access the website <a href="https://ahvs.andaman.gov.in">https://ahvs.andaman.gov.in</a> and take printout of the alert about disease outbreak and display it prominently in the notice board	Depart. of Animal Husbandry	Same day