



## PROCEDURE FOR SETTING UP OF A NEW KIOSK

Oswal shall identify and select individual kiosk owners with minimum eligibility as mentioned below:

- The kiosk owner should be at-least tenth pass.
- He/ she should have a police verified character certificate.
- He/ she should be a resident of the district where the kiosk is to be set up.
- The kiosk owner submits an application form along with all requisite documents & certificate of proof for all of the above eligibility criteria
- We will validate the application submitted by the kiosk owner as per the guidelines for minimum IT infrastructure requirement, eligibility, etc.

The suggested basic minimum infrastructure required at e-Mitra kiosks for delivery of services is as mentioned below:

S.No.	Asset Type	Specification
1.	<b>Computer Terminals</b>	Intel Pentium IV /AMD Athlon64 3000+ or Higher 512 MB DDR SDRAM or Higher Hard Drive 40 GB, SATA/IDE, 7200 RPM or Higher Optical Drives CD/DVD RW LAN/WAN supported system Monitor, Keyboard, Mouse etc.
2.	<b>Printer</b>	Dot-matrix and laser printer



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ISO 9001:2008

3.	<b>Scanner</b>	Legal
4.	<b>Web Cam</b>	Web Camera
5.	<b>Digital signature(optional)</b>	Digital signature Dongle
6.	<b>Power Backup</b>	1-2 Hrs backup UPS
7.	<b>IT Software</b>	Office Utility Software Operating System (Windows XP Professional or higher) IS Security (Anti Virus)
8.	<b>Internet connectivity</b>	Adequate connectivity (Broadband or data card)

- After validation, the service provider submits:
  - 1) The kiosks opening application form online for verification
  - 2) Certification & further processing by DeGS
  - 3) Enters into an agreement with the kiosk owner
- District e-Governance Society (ACP, Programmer, IA, Tehsildar, BDO, SDM, SDO) will inspect the kiosk and approve/reject within 15 days timeframe. If DeGS does not inspect the kiosk within 15 days' time frame the kiosk will be approved by the system.
- RISL will create user id, password and OMT and will provide to the Service provider. **This date will be considered as the start date for the kiosk** for the purpose of counting the kiosk as operational/ non-operational on the basis on continuous service delivery for two months.