इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY

Digital India
Power To Empower

एनआईसी National Informatics Centre

Training for Master Trainers on e-Panchayat Sabha Web Application for Panchayat Samiti

6th May, 2025

National Informatics Centre,
Odisha State Centre
Bhubaneswar

Training for Master Trainers on e-Panchayat Sabha Web Application for Panchayat Samiti

A state level training for Programme Managers (IT) of all 30 districts and One Computer Programmer per district was conducted on 6th May, 2025 at MGNREGA Conference Hall, SIRD & PR Campus, Bhubaneswar for smooth implementation of e-Panchayat Sabha Web Application for Panchayat Samiti designed and developed by NIC, Odisha State Centre, Bhubaneswar for Panchayati Raj & Drinking Water Department, Government of Odisha. These trained officials would be the Master Trainers for subsequent training sessions at Panchayat Samiti level for,

- Chairmans (Presiding Officers)
- Block Development Officers
- Gram Panchayat Development Officers
- Officials from line departments

Initiating the sessions, Dr. Maheswar Swain, IAS, Director, Panchayati Raj, Panchayati Raj & Drinking Water Department briefed the participants on the aim and objective of the e-Panchayat Sabha Web Application and emphasised on its implementation. Ms. Mamata Khamari, Scientist-F/Senior Director (IT), NIC, Odisha State Centre highlighted the features and benefits of the application with a detailed presentation on e-Panchayat Sabha for Panchayat Samiti.

The application aims to strengthen the process of conducting meetings at the Panchayat Samiti (PS) level through,

- Improved intimation mechanisms
- Systematic record keeping
- Data extraction for inter- and intra-departmental convergence
- System generated Minutes of Meeting (MoM)
- Attendance mechanisms
- Information sharing

These lead to improved transparency, accountability, responsiveness, and effective governance through better monitoring and implementation of development schemes and social welfare measures at Panchayat Samiti Level.

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The system overview includes,

Functionalities

- System generated Meeting Scheduling with unique Meeting ID
- Initiation of the meeting with schedule (Date, Time and Venue)
- Managing agenda and participants
- Approval of meeting with agenda
- Generation of notice/letter of meeting
- Sending of meeting notice/letter to the participants of the meeting through Sandes Mobile App
- Managing data in the context of Agenda
- Entry & Generation of Data w.r.t. agenda
- Sending of Data Sheets w.r.t. agenda to the participants of the meeting through Sandes App
- Managing attendance
- Preparation of MoM using template
- Approval of MoM
- Sending of MoM to the participants of the meeting through Sandes Mobile App
- User Management
- MIS Reports generationa

Features

- Bilingual interface
- MIS reports
- Interactive User Experience
- Dashboard
- Tracking with Meeting ID
- Performance Ranking
- Auto calculate assistance
- Role Based and Process Based interface
- Configurable to implement PAN India

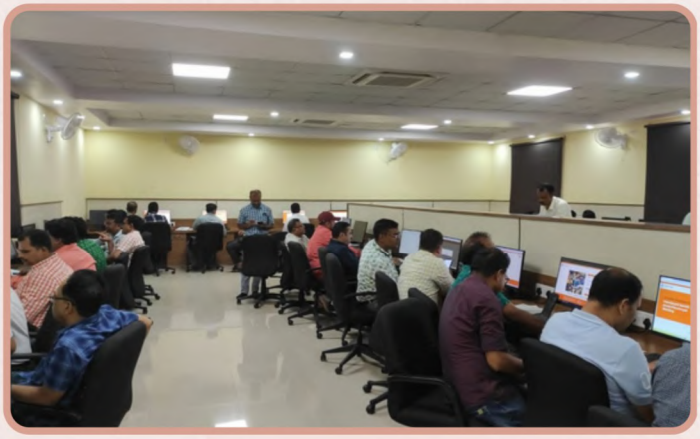
Integration of Services

To enhance the functionality and user experience, the following services are integrated:

- AI Assistant Chatbot
- OTP-based verification
- Sandes (Government Instant Messaging System) mobile app
- SMS (Short Message Service)

Shri Rama Krishna Sahoo, Scientist-E / Director(IT), NIC, OSC, Bhubaneswar explained complete flow of the meeting process giving demonstration of the application. A hands-on session also been conducted for participants after the presentation and demonstration.

During the interactive session, participants' technical and procedural queries were addressed by a panel of officers' present, ensuring clarity and readiness for successful field-level implementation of the e-Panchayat Sabha Web Application for Panchayat Samitis.



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