

## About the eProposal System

The eProposal System is designed for submission of proposals that require sanction including Administrative Approval. Sanctions to be issued under DFP or any other rules can also be processed through the system. Some of the features of eProposal System are as below :-

- Most procedures followed in the current system of physical files have been incorporated in the ePS, to the extent possible;
- Capturing of different types of proposals in separate forms as per requirements of the existing standing instructions of the Government of Meghalaya;
- Placement of proposals before the Departmental Committee including issue of notices for meeting either through SMS or email and automatic generation of the proceedings of the Departmental Committee meetings which can be printed for signature and thereafter uploaded back into the system;
- Integration with BEAMS to capture real time information on available budget provision and up-to-date expenditure for cross referencing;
- Endorsements of proposals/ schemes by administrative departments to Planning Department, Finance Department or any other Department shall be made by an officer not below the rank of Under Secretary.
- Proposals/ schemes submitted to Planning Department should be marked to the Officer on Special Duty & ex-officio Joint Secretary, Planning (Research) Department.
- Proposals/ schemes submitted to Finance (Control – I/ II)/ Budget/ Economic Affairs Department should be marked to the respective Joint Secretary.
- Placement of proposals before the Empowered Sanctioning Committee including issue of notices for meetings either through SMS or email and automatic generation of the proceeding of the ESC meetings which can be printed for signature and thereafter uploaded again into the system;
- Automatic generation of sanctions with the provision of print-out for enabling signature of the authorized signatory which can thereafter be uploaded into the system;
- Integration with BEAMS for all sanctions approved in the system;
- Single login for officers holding multiple posts/offices.
- Proposals/ e-Files can be routed to other Departments of the State Government for views and comments;
- Buff-sheet system automatically activated for proposals/ e-files received from other external departments.
- An external file received by a department cannot be referred/ endorsed to a third Department in the present ePS version.
- For obtaining the mandatory approval of the Minister for all proposals and schemes, the present version of ePS will require an offline intervention in which the proposals will have to be printed out and approval of the Minister obtained physically. Thereafter, the same can be uploaded back into the system

For submission of proposal, the system has an Initiator user who normally initiates proposals for sanction. Department /Directorates may designate more than one initiator user according to existing allocation of work. A proposal is normally initiated at the Directorate level, except in few cases where it is initiated at the Department level. To streamline the submission of proposals, the system provides separate forms for General scheme, Purchase of vehicle, Construction etc.