



Rajasthan Centre of Advanced Technology

(A Registered Society established by the Government of Rajasthan)

No. F1.1(2)/RCAT/Corp/2022/527

Jaipur, Dated : 22/07/2025

Minutes of 5th Meeting of Executive Committee of Rajasthan Centre of Advanced Technology (R-CAT)

The 5th Meeting of the Executive Committee was held on 9th July, 2025 at 12.30 PM under the chairpersonship of Managing Director, R-CAT to discuss and take the decision for the agenda points. Following Members were present during the Meeting: -

- 1 Sh. Akhilesh Mittal, Technical Director, DOIT&C - Member
- 2 Sh. Anil Kumar Singh, Director (Technical), RISL - Member
- 3 Sh. Ravindra Shukla, MD RKCL - Member
- 4 Sh. Sanjay Singhal, Executive Director, R-CAT - Member Secretary
- 5 Smt. Poonam Chaudhary CAO, DOIT&C - Member

In addition to the members following officers were also presented as special invitee :

- 1 Sh. Amit Sharma, General Manager (T), RISL and OIC, R-CAT
- 2 Sh. Kamlesh Kumar Sharma, General Manager, R-CAT
- 3 Smt. Shikha Garg, DGM (Admin, Operation & HR), R-CAT
- 4 Smt. Manoj Kanwar, DGM (Finance), R-CAT

Discussion Points for the 5th Executive Committee Meeting:

TO ASCERTAIN THE VALID QUORUM

The quorum for the Executive Committee meeting of the society was confirmed. At the beginning of the meeting, the Member Secretary briefed the committee on the key achievements/activities performed during April-June, 2025 (since last meeting of the committee dated 17.03.2025) as follows:

1. RFPs and EoI floated:
 - a. RFP have been issued for selecting OEM partners to launch new courses as a part of Global Certification Program (GCP) of R-CAT. Pre-bid meeting for the same has been done, pre bid queries is being discussed for the Global Certification Program RFP.
 - b. An Expression of Interest (EoI) was floated for the Career Assured Program (CAP). The evaluation of CAP proposals is currently underway.
 - c. RFPs have been issued to select partners for maintenance of the R-CAT building in Jaipur (currently at the pre-bid stage), as well as for identifying a canteen partner.
2. A technology workshop program was conducted during the summer break for students of classes 6 to 10. Participants explored various emerging technologies, with 155 students attending the learning experience.
3. The Training Policy for DOIT&C employees drafted by R-CAT was approved earlier and in this regard. pilot trainings on Blockchain and Cybersecurity has been initiated.
4. Work orders for training of 300 qualified candidates of Quiz-a-thon 2024(4) amounting to Rs. 1,90,74,234/- were issued to concerned OEMs/TPs for conducting training in FY 2025-26.

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5. Quiz-a-thon May 2025 was also conducted. Program statistics are as follows:

• Registrations	—	2079
• Participation	—	1576
• Scholarships offered	—	622
• Students enrolled	—	296

6. Workshops were organized for DoIT&C employees on Apple products and software, as well as on Geographical Information System (GIS) to identify & explore use cases for the benefit of citizens and improving government operations.
7. R-CAT actively participated in the IT Day 2025. R-CAT showcased it's activities like Robotics, AR/VR and advanced technologies.
8. A Faculty Development Program focusing on blockchain and cybersecurity was held. Technology Awareness Sessions (18 sessions across the state) on emerging technology were conducted across the state. A PhD-level course on Behavioral Research Methods was delivered by IIM(U). Webinar initiated on block-chain series in partnership with Block-chain Experience Centre of DoITC. The same happens twice a month.
9. Probationary IAS officers, NISG's officers and senior authorities from STPI (Jaipur center) visited R-CAT. R-CAT's vision, mission, objectives, was discussed during their visits and participants appreciated the role played by R-CAT in capacity development of students of the state & applauded the employment assurance program for 10+2 students. In Addition to that NISG and STPI authorities has approached R-CAT for participation opportunities in various programs of R-CAT.

The committee appreciated the efforts of the team, and with the chair's permission, all agenda items were presented to the Executive Committee members.

Agenda Point-1. Approve the annual budget of the Society (FY 2025-26)

R-CAT has been established as a society, and the Government of Rajasthan (GoR) is supporting it through Grant-in-Aid funding. For the financial year 2025–26, the Finance Department has approved a Grant-in-Aid of ₹25 crore—comprising ₹1 crore for salary-related expenses and ₹24 crore for non-salary expenditures.

The approved funds are proposed to be utilized for the following key activities:

- 1) Establishment of IT infrastructure at R-CAT spokes
- 2) Training programs for students and government personnel
- 3) Engagement of PMU units and consultants at various spokes
- 4) Office operational expenses (including electricity, printing, stationery, hired vehicles, housekeeping, security, etc.)
- 5) Operation and maintenance of the R-CAT building
- 6) Information, Education, and Communication activities through social media
- 7) Development of the R-Connect Portal
- 8) Salaries for R-CAT staff

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The committee approved the budget provision for the financial year 2025–26 and directed that the funds be utilized in accordance with the prescribed norms and for the purposes for which they have been sanctioned. Additionally, it was directed that the IT infrastructure at R-CAT spokes be established to utilize the spoke centers effectively.

Agenda Point-2. Review the budget utilization of the Society for FY 2024-25

The Member Secretary apprised the committee that a total of ₹14.55 crore was available under Grant-in-Aid for the financial year 2024–25. Additionally, an unspent amount of ₹11.48 crore from FY 2023–24 was also carried forward, making the total available funds ₹26.03 crore. During the financial year, an amount of ₹10.98 crore was utilized.

The details of fund availability and expenditure were presented to the committee as follows:

All amounts in Cr.					
S. No	Particulars	Amount Received	Expenses	Committed Liabilities	Funds available in PD account
1	Carry Forward (2023-24)	11.48			
2	Grant (2024-25)	14.55			
a	Salary (2024-25)		0.29		
b	Non salary (2024-25)		10.69		
3	Grant (2025-26)				
a	salary	1.00	0.24		
b	Non salary	Nil	0.49		
4	Total	27.03	11.71	18.47	15.29

The committee was also apprised of the committed liabilities, which include the balance payable for civil works at the spokes amounting to ₹5.17 crore, services of the PMU team totaling ₹5.30 crore, and training-related expenses estimated at ₹8 crore.

The committee appreciated the efforts of the team and instructed that all outstanding payments to RISL and other contracts be settled at the earliest. It was further directed that going forward, R-CAT may explore the methods for being self-reliant in terms of all the requirements.

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Agenda Point-3. Review of activities under CSR

The Committee was apprised that RajComp Info Services Ltd. had extended CSR funding to R-CAT amounting to ₹85.67 lakhs in FY 2023–24 and ₹63.86 lakhs in FY 2024–25, for activities proposed by R-CAT. The allocated budget has been partially utilized; some of the planned activities have been completed, while others are either in progress or scheduled to commence shortly.

The details of the activities along with the status of budget utilization are as follows:

S.No.	Activities	Estimated Budget (in Rs.)	Actual Exp/Work order (in Rs.)	Balance (in Rs.)	Remarks
1	Training of Special Batches for Women in Graphics Design (130 Hours)	24,78,000	19,82,400	4,95,600	
2	Creation of Specialized Batches for Specially-Abled Students	12,39,000	12,36,345	2,655	
3	Conducting Skill Assessment Test(for 2,500 students@1100 Per student)	27,50,000	8,85,000	18,65,000	
4	Delivery of Technology-Based Seminars, Webinars, and Guest Lectures	1,00,000	25,000	75,000	
5	Hosting a Robotics Fest with 2 days Workshops	6,00,000	0	6,00,000	
6	Facilitation of High-Level Intercollege Discussions and Awareness Sessions	1,50,000	0	1,50,000	Proposal is ready, will be executed in August 2025.
7	Conducting Placement Drives for 3 Days with 4000 Students	5,00,000	0	5,00,000	
8	Implementation of an R-CAT Branding Campaign	5,00,000	0	5,00,000	
9	Organization of Inter/Intra-college Quizzes	2,50,000	0	2,50,000	Proposal is ready, will be conducted in August 2025.
	TOTAL	85,67,000	41,28,745	44,38,255	



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S. No.	Activities	Actual Exp (in Rs.)	Remarks
1	Faculty Development Programme	3,50,988	
2	Tech Workshop for Students	9,14,500	
3	Creation of specialized batches for "Specially abled students"	48,661	
4	Internship Programme	0	
5	Training of special batches for women in Graphics Design & Digital Marketing.	0	Proposal is ready, will be organized very soon.
Total Funds ₹63,86,000.00		13,14,149	50,71,851

The Committee thoroughly reviewed the activities and their current status. It was observed that initiatives funded through CSR should primarily aim to deliver broad societal benefits and be inclusive of diverse target groups. The Committee recommended that R-CAT should plan CSR activities with a focus on creating awareness around key areas such as technology and cyber security.

The Committee appreciated the efforts of the team and advised that the activities be replanned in alignment with the discussions held during the meeting. The revised proposal should be submitted to RISL for their consent.

Agenda Point-4. To consider and approve SoP for training batch conduction

The Committee was apprised that the training courses conducted at R-CAT vary significantly in terms of duration, batch commencement, trainer engagement, and trainee availability. To address this, a comprehensive Standard Operating Procedure (SoP) has been developed to streamline training batch scheduling and enhance monitoring mechanisms. The Committee was also apprised that the SoP has been pilot-tested by R-CAT during training batch conduction and has proven to be effective in all respects.

The detailed SoP was presented to the Committee (Annexure – I), and approval for its adoption was requested.

The Committee thoroughly reviewed the SoP along with all annexures and approved it for official adoption. The Committee also appreciated the team for their efforts in effectively managing the multiple challenges associated with training batch conduction.



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Agenda Point-5. To consider and approve SoP for R-CAT Courses on Credit in academic curriculum

The Committee was apprised of the provisions of NEP 2020, which emphasize the integration of choice-based credits courses within academic curricula. The team's ongoing efforts to formalize MoUs with academic institutions for the inclusion of R-CAT courses as credited components of their curriculum were also highlighted.

Furthermore, the Committee was apprised that R-CAT has issued a Rate Contract (RFP) to onboard new training partners and courses. This RFP includes courses eligible to be offered to academic institutions for credit. In accordance with the decision taken in the previous Committee meeting, these courses are expected to contribute to R-CAT's financial sustainability.

To operationalize this scheme, a detailed Standard Operating Procedure (SoP) has been developed and was presented to the Committee for review (Annexure- II).

The Committee thoroughly reviewed the SoP along with all annexures and approved it for official adoption. The Committee instructed to execute MoUs with academic institutions and recommended that the SoP be regularly updated based on practical insights and learnings gained during its implementation.

Agenda Point-6. To consider and delegate power for signing NIB to Executive Director.

The Committee was apprised that the financial and administrative powers of the society are clearly defined in the Schedule of Powers, and all activities are being conducted in accordance with these provisions. Furthermore, as R-CAT is independently managing all tasks, there is a need to issue Expressions of Interest (EoIs) and Requests for Proposals (RFPs) for various routine activities and expansion initiatives.

To ensure administrative efficiency and expedite task execution, it has been proposed to authorize the Executive Director to sign the Notices Inviting Bids (NIB) after due approval from MD.

The Executive Committee thoroughly reviewed the proposal and resolved to approve it, authorizing the Executive Director to sign the Notices Inviting Bids (NIB) after due approval from MD. The Committee further clarified that all other decisions related to Expressions of Interest (EoIs) and Requests for Proposals (RFPs) shall continue to be the responsibility of the Procurement Committees.

Agenda Point-7. To consider and approve formation of Purchase Committees and delegation of power to committees

The Committee was apprised that R-CAT is progressively expanding the scope and frequency of its offerings, which has led to an increased need for decisions by Procurement Committees. Currently, all procurement decisions are made by a committee chaired by the Managing Director, as financial powers above ₹50,000 reside with the MD. The RTPP Act provides for the constitution of Procurement Committees under the Head of Office and Head of Department. Accordingly, it has been proposed to establish two such committees, along with a bid evaluation committee with details as outlined below:

- **Committee for matter of up to Rs. 50,000**

- | | | |
|----------------------|---|----------|
| ○ Executive Director | - | Chairman |
| ○ OIC/ GM R-CAT | - | Member |

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- | | | |
|--|---|------------------|
| ○ DGM (F) | - | Member |
| ○ In-Charge of the concerned Section | - | Member Secretary |
| • <u>Committee for matter of above Rs. 50,000</u> | | |
| ○ Managing Director | - | Chairman |
| ○ Executive Director | - | Member |
| ○ OIC/ GM R-CAT | - | Member |
| ○ DGM (F) | - | Member |
| ○ In-Charge of the concerned Section | - | Member Secretary |
| • <u>Committee for Evaluation of Bids</u> | | |
| ○ In-Charge of the concerned Section | - | Member |
| ○ Assistant Manager (F) | - | Member |
| ○ Programmer/AP of the concerned Section | - | Member Secretary |

The Committee was also apprised that officers are currently posted against the sanctioned posts of the R-CAT Society, enabling the proposed Purchase Committees to function effectively. Upon reviewing the proposal, the Committee observed that the financial limit assigned to the Purchase Committee at the Executive Director level is critically low and recommended that this limit be revised accordingly.

The Executive Committee decided the following:

1. The purchase committee at the Executive Director level shall be competent to make recommendations on procurements involving amounts up to ₹5,00,000. However, all such recommendations must be approved by the competent authority in accordance with the Schedule of Financial Powers of R-CAT.
2. Matters involving procurements exceeding ₹5,00,000 shall be decided by the committee headed by the Managing Director.
3. The Committee approved the formation of following Procurement and bid evaluation Committees, with details as outlined below:

- | | | |
|--|---|------------------|
| • <u>Committee for matter of up to Rs. 5,00,000</u> | | |
| ○ Executive Director | - | Chairman |
| ○ OIC/ GM R-CAT | - | Member |
| ○ DGM (F) | - | Member |
| ○ In-Charge of the concerned Section | - | Member Secretary |
| • <u>Committee for matter of above Rs. 5,00,000</u> | | |
| ○ Managing Director | - | Chairman |
| ○ Executive Director | - | Member |
| ○ OIC/ GM R-CAT | - | Member |
| ○ DGM (F) | - | Member |
| ○ In-Charge of the concerned Section | - | Member Secretary |
| • <u>Committee for Evaluation of Bids</u> | | |
| ○ In-Charge of the concerned Section | - | Member |
| ○ Assistant Manager (F) | - | Member |
| ○ Programmer/AP of the concerned Section | - | Member Secretary |



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Agenda Point-8. To consider and approve the proposal for internship courses of training partners on SLC approved rates.

The Committee was apprised that R-CAT has introduced internship courses for interested students on a payment basis, offered through participating training partners. The courses, priced at ₹5,000 each, have been approved by the SLC of R-CAT. This arrangement was designed to bridge the gap between student demand and training partner offerings, with students making payments directly to the training partners via the R-CAT portal.

While R-CAT has secured CSR funding to support internships for students, these internship courses are currently not included in the agreements executed between R-CAT and the training partners. Additionally, since the availability and nature of these courses may vary over time, it has been proposed that R-CAT procure internship courses from any training partner at rates approved by the SLC, ensuring flexibility and continuity in offering internships to students.

The Executive Committee agreed that internships constitute an essential component of technical degree and diploma courses. Providing quality courses and work opportunities through internships can significantly enhance the employability of students across the state. After thorough discussion, the Committee approved that R-CAT may procure internship courses from its training partners at the rates approved by the SLC.

Agenda Point-9. Review of the performance of Training Partners

R-CAT has executed agreements with training partners, wherein Clause 7, "Performance Evaluation," stipulates that the performance of each training partner will be evaluated bi-annually based on the following criteria:

- a) Number of training courses designed and conducted
- b) Number of students certified
- c) Quality of faculty deployed
- d) Percentage of students who have secured placement
- e) Feedback on program effectiveness collected from students by R-CAT at two points: midway (50% course completion) and upon full completion and certification
- f) Any other criteria deemed appropriate or suggested by the management of R-CAT

The General Manager, R-CAT, presented statistical data on the performance of each Original Equipment Manufacturer (OEM) and training partner, details of which are annexed as Annexure II. It was also conveyed to the Committee that R-CAT has issued a Request for Proposal (RFP) to select OEMs and training partners for conducting various courses. The proposed RFP incorporates multiple penalty clauses aimed at regulating and ensuring the quality of performance by the OEMs and training partners.

The Executive Committee concluded that the performance of all OEMs and training partners is satisfactory. The Committee also recommended expediting the process for concluding the RFP for on boarding new OEM/TP. Additionally, committee also instructed to incorporate provisions for online feedback and attendance of trainees in R-Connect portal.



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Agenda Point-10. Any other criteria with permission of the chair

The following additional agenda was presented during the meeting with the permission of the Chair:

1. Deployment of Manpower at R-CAT Spoke Centres:

The Committee was apprised that possession of R-CAT spoke centres at Bharatpur, Kota, and Udaipur has been formally taken over by the respective R-CAT spoke in-charges, while the Ajmer centre is nearing completion. To ensure smooth and effective operation of these centres, the deployment of manpower with the following specifications is essential:

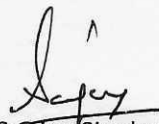
- a. AP/IA level officials to manage day-to-day activities
- b. Housekeeping services
- c. Security services

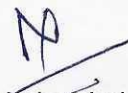
The Member Secretary further apprised the Committee that the Department of Information Technology and Communication (DoIT&C) has assigned the additional charge of managing R-CAT spokes to officers/officials posted at the respective district offices of DoIT&C.

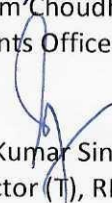
The Executive Committee agreed that the deployment of manpower by DoIT&C is essential for operationalizing the spoke centers. The Committee approved exploring the possibility of engaging housekeeping and security services through the concerned universities or colleges. A detailed proposal, including financial estimates, should be submitted for approval. Furthermore, R-CAT may issue a Request for Proposal (RFP) to procure these services. Furthermore, committee instructed to expedite the formalities for setting up spoke center at Bikaner.

The meeting ended with vote of thanks.



Poonam Choudhary
Chief Accounts Officer, DoIT&C


Sanjay Singhal
Executive Director, R-CAT


Ravindra Shukla
MD, RKCL


Anil Kumar Singh
Director (T), RISL


Akhilesh Mittal
Technical Director, DoIT&C


Archana Singh
MD, R-CAT