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Government of NCT of Delhi
INFORMATION TECHNOLOGY DEPARTMENT
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002
<http://it.delhi.gov.in>

F.No E-11/2/2015-DS (CCU)-Part (1)/53-70

Dated 06-07-18

Subject - Minutes of the Meeting of Technical Evaluation Committee (TEC) held on 22.06.2018 at 11.00 AM, under the Chairmanship of Secretary (IT), in his chamber at 9th Level, 'B' Wing, Delhi Secretariat, Delhi, to examine the IT proposals of various Departments of Govt. of NCT of Delhi

- I. List of Members / Participants present in the meeting is annexed as Annexure-I
- II. During the meeting, proposals of following Departments were placed before the TEC. The proposal in brief and decision of the Technical Evaluation Committee is detailed below: -

1. Excise Department

(File No. 1(95)/CE/CB/2011-12/vol-II, CD No.- 015430176)

Proposal of Excise Department regarding extension of services of four Data Entry Operators (DEOs) on an outsourced basis for another year w.e.f. 02/04/2018 was placed before the TEC for technical clearance. The proposal was received with due approval of Excise Commissioner.

TEC was apprised that the AR Department had already approved four DEOs on contract basis in the year 2011. Representative of Excise Department informed that on the basis of approval of AR Department, four DEOs have been working in Accounts Branch, PGMS Branch, Caretaking Branch and Computer Branch for day to day office work on contract/outsourced basis. Services of DEOs have been extended on yearly basis. Further, Excise Department requested to extend the services of said DEOs for another one-year w.e.f 02/04/2018.

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TEC discussed and technically approved the proposal for extension of services of four Data Entry Operators (DEOs) on an outsourced basis as per norms for another year w.e.f. 02/04/2018 as per approval of AR Department. TEC further advised the Department to take the approval of Competent Authority for creating said posts so that there is no need to seek approval of TEC in future.

2. Public Grievance Commission

(File No. 3(65)/98/PGC/Estt./vol-III, CD NO. 000488512)

Proposal of Public Grievances Commission (PGC) regarding technical clearance of the extension of services of 01-Assistant Programmer and 04-Data Entry Operators engaged on outsource basis for another one-year w.e.f 02/04/2018 was placed before TEC. The proposal was received with due approval of Secretary (AR). The Administrative Reforms Department is the Administrative Department for PGC.

It was informed to the TEC that as per the proposal of the PGC, 01-Asstt. Programmer and 04-Data Entry Operators had been outsourced and granted extension after approval of Competent Authority from time to time till 31/03/2018. PGC has requested for extension of services of said technical manpower for another one year w.e.f 02/04/2018.

The representative of the PGC apprised the TEC that services of Asstt. Programmer and Data Entry Operator is essential for smooth functioning of implemented application software for PGC and Police Complaint Authority, which require frequent immediate attention of Asstt. Programmer. AP will also coordinate with NIC for amendment/modification in the software. DEO are required for scanning and uploading of grievance on the application.

Further, it was also informed to the TEC that as per the proposal of PGC, 04-Posts of DEOs are created on temporary basis with the approval of Hon'ble Lt. Governor vide order no. F.12/03/2012/AR/3837/C dated 25/02/2014. However Cadre

controlling unit of DIT, GNCTD informed that there was no sanctioned post of Data Entry Operator of IT Cadre in the PGC. 1781 c

TEC discussed and approved the proposal for extension of services of 01-Assistant Programmer and 04-posts of Data Entry Operators engaged on outsource basis for another year w.e.f 02/04/2018. The department was also advised to move a proposal for the creation of a regular post of Assistant Programmer in IT Cadre as these appears to be regular requirement of manpower in the Department. The created post of 04-DEOs, may also be got encadred with IT Department.

3. Principal Accounts Office

(File No.F.4(2)/Computer/Pen.Cell/2015, CD No. 081324444)

The proposal of Principal Accounts Office (PAO) for continuation of services of 01-Programmer & 16-Assistant Programmers for another year w.e.f. 22/06/2018 was placed before TEC for technical clearance. The proposal has been received with due approval of Controller of Accounts/HoD of Principal Accounts Office.

Members of TEC were apprised that earlier TEC had approved the extension of said manpower with the direction to fill up these posts on regular basis. As informed by the PAO, the proposal for the same had already been initiated and this had been agreed in-principle by IT Department. Accordingly, PAO has requested to allow the extension of 01-Programmer and 16-Asstt. Programmers as they are involved in providing technical support in 25 PAOs located across Delhi, for using software Compact, GEPPG, e-Lekha, ECS etc.

On the basis of above, TEC approved the proposal for extension of services of 01-Programmer & 16-Assistant Programmers for another year w.e.f. 22/06/2018. TEC also asked the department to expedite the proposal of creating regular posts with the PAO.

4. G B Pant Institute of Technology

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(F.No. GBPIT/ELECT/COMP/2017, CD No. 033473025)

Proposal of the institute regarding technical clearance for procurement of 40-Computers and 04-MFP (Printers) was placed before the TEC for technical clearance. The proposal was received with due approval of Pr. Secretary (DTTE).

It was informed to the TEC that two new computer labs of Electrical Engineering Department have been renovated in the Institute. Each lab is having a capacity of 20 computers. The computers and printers are required for the said lab. The requirement was assessed by the Internal Committee of the Institute with i3 processor capacity of computer. It was also informed that presently 11 computers are available in the computer lab which are more than 5 to 7 years old and need to be replaced with new one. Institute proposed procurement of above system for the renovated lab for 40 users.

The representative of the Institute informed that above requirement is as per the norms of AICTE which allows 1:6 ratio of computer among students (AICTE - Approval Process Handbook-2018-19, Page 106 at Para 5.1 attached as Annexure-III). Presently Institute is having total number of 2,200 students. As per the AICTE norms, there is need of 367 computers. However, present requirement is only for 40 computers.

TEC discussed the configuration of computers and suggested to use higher configuration (i.e i7 processor or equivalent processor from other manufacturers) of computers in place of proposed configuration i.e i3 processor. On the basis of AICTE norms as informed, TEC technically approved the proposal to procure 40-computers with the configuration of i7 processor (minimum 7th generation) or equivalent processor of other manufacturers and 4-MFP printers (details of configuration are placed at Annexure-II). Further TEC also advised that no unauthorized/pirated software should be used in the computers.

5. G B Pant Engineering College

Three proposals of G B Pant Engineering College were placed in the TEC meeting for technical clearance. All three proposals were received with the due approval of Pr. Secretary (DTTE)

(File No. GBPEC-E022/1/2017/-Purchase-GBPEC-O/o Principal-GBPEC, CD No. 000484489)

- a) 1st proposal regarding the technical clearance for procurement of 174-Computers and 09-Printers was examined by the TEC.

It was informed to the TEC that institute required computers for following labs:

Name of Lab	Available System	Working	Out of order	Required
CC1	44	26	18	Nil
CC2	17	17	0	13
Mobile Computing lab	9	8	1	21
For proposed new lab-1	Nil			30
For proposed new lab-2	Nil			30
Proposed Computer Centre	Nil			80
Total	70	51	19	174

Further, it was also informed by the representative that as per AICTE norms, an Engineering Course must have Eight laboratories. Six labs are available in the College and two new labs need to be established. Institute also mentioned that as per AICTE norms Institute has to have a computer center.

The proposal was examined by TEC. As per the norms of AICTE(Approval Process Handbook-2018-19,Para-h.Page-107 as attached Annexure-III),a computer lab of 100 computers is required. In addition to that, there should be ratio of 1:6 between computers and students. Since the sanctioned intake of students in CS

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Department is 284 (as informed by the representative of the College), there is need of minimum 48-computers for students as per AICTE norms.

As per the information provided by the College, 70-computers are already available. Since the capacity of the Computer Center is reported to keep only 80 computers, TEC agreed to 80 computers for Computer Center and 48-computers for the CS Department. Since the College already has 70-computers, 58 additional computers may be sanctioned ($80 + 48 - 70$).

The College is also advised to get the non-working computers either repaired or condemned as per the condition of computers. In case of condemnation, equal number of new computers may be procured by the College.

Similarly, as per the norms, there should be 5% printers of total PC/Laptop. Therefore 3-printers (Mono Laser, as per configuration mentioned at sl.no. 2 of Annexure-II) may be sanctioned for the 48-computers.

Based on above discussions, TEC approved total 58-computers and 3-printers as per the norms of AICTE for the College.

(File No. F.4(151)/PUR/GBPEC/Network & CCTV Admin./2016-17, CD No.-000478407)

- b) 2nd proposal of G B Pant Engineering College regarding setting up of WiFi in College was discussed in the meeting. The College has explained that bandwidth will be taken from National Knowledge Network (NKN). The College has also specified that the following items are required for setting up of WiFi facility:



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Sl.No.	Device	Quantity
1	Access Point (WAP)	42
2	Wireless LAN Controller Type1	1
3	Switch PoE (24 port)	5
4	Threat Management (UTM) for 1000 users	1

TEC was apprised by the College representative that they had asked registered vendor of NICS I to survey the campus for the requirement of hardware for setting up of WiFi in Campus. As per the survey report, the vendor has suggested above items to be procured for WiFi setup. The Internal Committee of the Institute also examined the proposal and found items appropriate.

Representative of the College informed that specifications of the said items were finalized on the basis of survey done by NICS I vendor. Further, representative of College informed that AICTE norms of 2018-19 (at page 106) mentioned that "Secured Wif-Fi facility is highly recommended" (AICTE norms attached as Annexure-III).

TEC discussed and approved the proposal of WiFi with the observation that the College should comply with the security policies and privacy policy of Government of India. The coverage of WiFi may be ensured for all major areas of Campus. The Institute will ensure that coverage is as per the survey report of the NICS I vendor.

(F.4(2)(1)/Pur/GBPEC/2009-10, CD No. 000486003)

- c) 3rd proposal to upgrade the PSPICE software with the latest version 17.2 was placed before the TEC for technical clearance. It was informed to the TEC that earlier on 13/03/2009, the TEC had approved the proposal for PSPICE software.

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It is also mentioned in the file that Internal Computer Peripheral Committee of the College has approved the upgradation of existing software.

The Principal of the College apprised the TEC that the said software is proposed as per syllabus and only the proposed proprietary software is available in the market i.e there is no alternative.

On the basis of above, TEC approved the proposal with the following conditions:

1. Upgrade to academic version of the software.
2. Codal formalities should be observed as per GFR.

6. Forensic Science Laboratory

(F.3(129)/FSL/Forensic workstation/16-17, CD No. 001497716)

Proposal of Forensic Science Laboratory (FSL) regarding technical clearance of the technical specification of procurement of 05-High End Workstation (Intel Xeon (10 core,128GB RAM, 24TB HDD. Raid set 8x3TB) was examined by the TEC. The proposal has been received with the due approval of Pr. Secretary (Home).

Representative of the FSL apprised the TEC that CFSL unit of FSL is involved in examination of various type of hard drives, memory storage device, memory cards, CCTV cameras, laptop, mobile phone, sim cards etc. It was also informed that software to be used with said workstation is yet to be procured by them. The departmental representative informed that 7 new posts have been approved to conduct forensic tests.

TEC discussed and observed that information on application software is not available in the file submitted by FSL. There is also no clarity about the requirement of the workstation in the file. TEC deferred the proposal and asked the Department to provide the details of software to be used with the workstation with justification of higher configuration. TEC also desired to know if workstation along with peripherals will be treated as IT equipment or separate machinery.

- III. The current standard specifications of IT equipment are enclosed at Annexure-II.
- IV. The approvals by this Committee (TEC) are subject to the condition that respective Departments shall complete all codal formalities as per Rules and Regulations including financial instructions / guidelines for calling of tenders (as per GFRs etc) in this regard.
- V. The above approvals are also subject to the condition that the above said Departments shall have to take approval of the Finance Department, ~~wherever~~ necessary, in accordance with Cabinet Decision No. 1585 dated 03.11.2009.
- VI. TEC also ratified the minutes of last meeting held on 24.04.2018.

The meeting ended with vote of thanks to the Chair.

(Suresh Kumar. M)
AAO,
Finance Department

(Manju Sahoo)
Joint Director,
Planning Department

(Santulan Chaubey)
Joint Director(IT),
Department of IT

(Dr Rakesh Gupta)
SIO (NIC), Delhi

(Dr. MPS Bhatia)
Professor,
NSIT, Delhi


(Ajay Chagti)
Spl. Secretary(IT),
Department of IT

(Sandeep Kumar)
Secretary(IT),

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Copy to :

1. Director (Planning), Department of Planning, GNCTD.
2. Sh. Ajay Chagti, Special Secretary (IT), GNCTD.
3. Dr. Rakesh Gupta, SIO, NIC Delhi State Unit, 3rd Level, Delhi Sectt.
4. Dr. MPS Bhatia, Professor, Netaji Subhash Institute of Technology, Sector-3, Dwarka, New Delhi - 110078.
5. Sh. Santulan Chaubey, JD., IT Deptt., GNCTD.
6. Sh. Manoj Kumar, Associate Professor, Ambedkar Institute of Technology, Geeta Colony, Delhi - 110031.
7. Ms. Manju Sahoo, JD(Planning), Planning Department, GNCTD
8. Shri Vijay Shendre, SA, IT Department
9. Shri Suresh Kumar, AAO, Finance Department, GNCTD
10. Asstt. Programmer, IT, for uploading the Minutes of the Meeting on website of DIT, GNCTD.
11. P.S. to Secretary (I.T.) I.T. Department, GNCTD
12. All Departments in their respective files.


(Sanjay Kumar Surya)
Dy. Secretary (I.T.)

Annexure -I

Govt. of NCT of Delhi
Department of Information Technology,
9th Level- B-wing, Delhi Secretariat, I.P. Estate, New Delhi - 110113.
Attendance sheet of the TEC meeting held on 22-06-2018 at 11.00AM

SN	Name & designation of the officer	Name of the Department	Mobile No	Email	Signatures
1	JSM Ganesh K., S.S.A	Ex-vice Dept	9810347967	saregise@nic.in	Saregise
2	Sanjay Anandh Dy Secy	P.G.C	9350132141	san@yehon.com	R
3	K.K. Mishra A.C.(Admin)	Ex-vice Dept.	9868339834	KK.MISHRA68@ gov.in	D
4	Rajesh Kumar (D.P)	P.G.C.	9908181225	pgcdm@nic.in	1225
5	Dr. VIRENDRA SINGH (A.D)	FSL	9910286852	samvirendra73@ gmail.com	Virendra
6	Vivek Kumar (JF/HCE)	FSL	8800422496	VIVEKKUMAR92@gmail.com	Vivek
7	Prof. OP Verma	GRPEC	9910050177	opverma.dce@gmail.com	Opverma
8	Suresh Kumar. M, AAO	FINANCE DEPT.	9868252121	Sureshdelhi09@gmail.com	Suresh
9	Krishnam Kumar, Jt. Dir	Principal Accounts Officer	9868800100 8851555078	Sapao.delli@nic.in	Krishnam
10	Dr MPS Bhalla	NIT	9818192294	blalla.mps@ gmail.com	Bhalla
11	Dr. Rakesh Gupta, SIO	NIC	9810578394	sio-del@nic.in	Rakesh
12	J. Kumar, ASIO/STD	NIC	9868202772	Kunj@nic.in	Kumar

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Govt. of NCT of Delhi
Department of Information Technology,
9th Level- B-wing, Delhi Secretariat, I.P. Estate, New Delhi – 110113.
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DEPARTMENT OF INFORMATION TECHNOLOGY
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STANDARD SPECIFICATIONS OF IT EQUIPMENTS

S.No.	Item Specification
1	Desktop as mentioned or equivalent: Intel core-i5/i7 or equivalent ,4 GB RAM or higher, 500 GB SATA HDD 7200 RPM or higher, 18.5"-20" TFT/LED, OEM Keyboard & Mouse, Operating System (Windows/Linux) Integrated sound and graphics.
2	<u>Laser Jet</u> Printer as mentioned or equivalent: Printer as mentioned or equivalent (Mono Laser, 14-25 PPM, A4, 600X600 dpi or higher, Connectivity – USB, Network optional, Duplex optional.
3	Multifunctional Printer (SCAN/Copy/Print) or equivalent – 14-25 PPM, Mono (A4 size, 600X600 dpi or higher Scanner – Flatbed and ADF, resolution <u>upto</u> 2400 dpi, USB and Ethernet interface.
4	Laptop with specification as mentioned or equivalent: Processor: Intel Core i5/i7 or equivalent main memory: 4 GGB RAM, wireless LAN, Integrated webcam, up to 17" Display, DVD Writer, Integrated Sound and graphics.
5	Network printer(Laser) as mentioned or equivalent: Mono Laser, 25-50 PPM, A4, 600X600 dpi or higher, Connectivity – Network enabled, duplex, wireless connectivity (scan & copy optional)
6	Color Laser Printer as mentioned or equivalent : up to 25 PPM color and mono print feeder speed , A4 size page , 600 dpi or higher, USB, wireless connectivity, duplex
7.	Multifunctional Color Laser Printer (SCAN/Copy/Print) as mentioned or equivalent: A4 paper size, up to 25 ppm, connectivity - Hi-Speed USB / Fast Ethernet / Wireless 802.11b/g/n, resolution 600 x 600 dpi or higher ,duplex printing, scanner-Flatbed, ADF, resolution up to 2400.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



APPROVAL PROCESS HANDBOOK 2018-2019



- e. Total Built-up area in m² is equal to (INA+ADA+AMA) + (ACA).
- f. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.

4.2.1 Instructional Area (Carpet Area) in m²

A. Engineering and Technology (Degree/ Diploma/ Post Diploma) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms ⁺	25% of total Classroom	33
Laboratory (for First Year) #	2 per Division	66
	Additional 2 Laboratories for Basic Sciences	
Laboratory (other than First Year)\$	2 per Course per Semester**	66
Laboratory for Post Graduate	1 per Course	66
Workshop [#]	1	200
Computer Center [#]	1	150
Drawing Hall [#]	1	132
Seminar Hall	1 per 2 Under Graduate Courses	132
	1 per Post Graduate Department	66
	1 per Diploma Institution	132
Library ⁺⁺	1	400
Language Laboratory [#]	1	132

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

** For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created

+ No Tutorial Rooms required for Post Graduate Courses

++ Additional Library area of 50m² per 60 Students beyond 300 Approved Intake

Drawing Halls, Computer Centres, Basic Science Laboratories and Workshops to be created as given below:

Intake	Computer Centre	Workshop	Drawing Hall	Basic Science Laboratories
Up to 300	1	1	1	2
301-600	2	2	2	4
Infrastructure Requirement shall be calculated on pro-rata basis for Intake greater than 600				

\$ Additional Laboratories to be created (if required) as per Curriculum of the concerned University/ Board

Under Graduate Laboratories if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum

Research Laboratory is to be provided with an area of 120 m² for each Institution offering Post Graduate Courses



Appendix 5

5.0 Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution

5.1 Computers, Software, Internet and Printers

Programme		Number of PCs/ Laptop to student ratio (Min 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/ Laptops)
Engineering and Technology	Diploma	1:6	03	20	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
Pharmacy	Diploma	1:8	01	10	All	Desirable	5%
	Under Graduate	1:8					
	Post Graduate	1:6					
Architecture and Planning							
a. Architecture	Diploma	1:6	01	10	All	Desirable	5%*
	Under Graduate	1:6					
	Post Graduate	1:4					
b. Planning	Diploma	1:6	01	10	All	Desirable	5%*
	Under Graduate	1:6					
	Post Graduate	1:4					
Applied Arts and Crafts	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
Hotel Management and Catering Technology	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
Management	Post Graduate	1:6	01	10	All	Desirable	5%
MCA	Post Graduate	1:4	03	20	All	Desirable	5%

*At least one printer to be A1 Size Color Printer/ Plotter

** Includes Plagiarism checking Software

Internet speed required for the Institution

Approved Intake	Internet speed
up to 300	32 Mbps
301 – 600	48 Mbps
601 – 900	64 Mbps
901 – 1500	100 Mbps
> 1500	200 Mbps

At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.

Arrangement to view NPTEL/ SWAYAM etc. shall be made available.

- Utilization of Open Source Software shall be encouraged
- Secured Wi-Fi facility is highly recommended
- Purchase of most recent hardware is desired.



- d. Library, Administrative Offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to student's ratio.
- e. @Adequate number of software licenses is required
- f. Central Xeroxing facility for students is preferred
- g. PC shall also include Laptop in the inventory of the Institution
- h. Every Department shall have separate Computer Laboratory with at least 20 Computers and a centralized Computer Laboratory with at least 100 Computers.

5.2 Laboratory Equipment and Experiments

The Laboratories shall have Equipment as appropriate for experiments as stated/ suitable for the requirements of the Affiliating University/ Board's Curriculum. It is desired that number of experimental set-up be so arranged that maximum four students shall work on one set.

5.3 Books and Library facilities

Programme	Total Number of Divisions	Titles	Volumes	Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in reading room
		Number		% of Total Students	% of Total Students
Engineering and Technology/ Pharmacy/ Architecture/ Planning, Applied Arts and Crafts, Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Course in the same Programme	Half the number as required for Under Graduate Course in the same Programme	15 % (Max 150)	1 % (Max 10)
Engineering and Technology (Under Graduate)	B	100#	500xB#	15 % (Max 150)	1 % (Max 10)
		50 per Course	250 per Course		
Pharmacy (Under Graduate)	B	100#	500xB#		
		50*	500xB*		
Architecture (Under Graduate)/ Planning (Under Graduate)	B	100#	400xB#		
		50*	400xB*		
Applied Arts and Crafts (Under Graduate)	B	100#	500xB#		
		50*	500xB*		
Hotel Management and Catering Technology	B	100#	500xB#		
		50*	500xB*		
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts (Post Graduate)	B	50#	200#	25 % (Max 100)	
		As\$ Required	100\$		
MBA/ PGDM/ MCA (Post Graduate)	B	100#	500xB#		
		50*	500xB*		

B - Number of Divisions at First year (First and Second Shifts) and Number of Second year direct Divisions (First and Second Shifts)

1#	Book Titles and Volumes required at the time of starting new Institution.
2*	Annual Increment

