

**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.NoE-11/2/2015-DS(CCU)-Part(1) / 3555-65

Dated 28/07/2020

**Subject - Minutes of the meeting of Technical Evaluation Committee (TEC) held on 14.07.2020 at 10:30 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.** The meeting was conducted through video conferencing / teleconferencing due to COVID-19 Pandemic.
- II.** During the meeting, proposals of the following Departments were placed before the TEC. The proposals in brief and decisions taken/advice of the Technical Evaluation Committee are detailed below: -

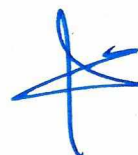
**1. Department of Forests & Wild Life**

F4(10)/DCF(HQ)/Store/2018, CD 084560164

Proposal of Department of Forests & Wild Life regarding the procurement of 01- iPad (Tablet Apple make -11inch display, wifi- cellular, mac iOS,512 storage) for official use of Dy. Conservator of Forests, as recommended by Pr. Secretary (E&F), was placed before the TEC.

TEC was apprised the following: -

1. iPad is required for the official use of Dy Conservator of Forest (DCF), who has recently joined the Department.
2. Justification for the requirement of iPad given by the Department is as under: -
  - a. Deputy Conservator of Forest (Protection and Monitoring) is responsible for monitoring all works of the Divisions, Legal cases in Hon'ble Courts, RTIs, field visits for Delhi Tree Preservation Act, 1994 cases and all IT related issues in the Forest Department.
  - b. In addition to the above, officer holding this post has to attend important meetings. Thus, these responsibilities require a lot of traveling and many times notes, orders and communications are to be prepared and sent on priority. Hence, an officer holding Deputy Conservator of Forest (Protection and Monitoring) requires an iPad which has the following features: -



- i. **Portable:** Portability is most important for carrying it during field visits, court hearings and meetings.
- ii. **Security:** Data security is important as a lot of passwords for important websites dealing with grievances and court-monitored responsibilities are to be saved on the device.
- iii. **Multi-utility/ Adaptable:** PDA must be usable for taking notes, typing important documents by attaching keypad, and used as a tablet for going through emails and information quickly.
- iv. **Fast:** Fast processor is required for fast creation, storage and transmission of information.
- v. **Reliable:** PDA should not hang frequently & start/stop quickly.
- vi. **Light:** PDA should be light. Based on the above requirements and amount to data processed by DCF(P&M), iPad pro was identified.

TEC was informed that the specifications of the Apple iPad was not provided in the specifications uploaded on the Departmental website i.e. <https://it.dlehi.gov.in> under link "Standard Technical Specifications"

TEC/Department of IT never approves any particular model or brand. However, iPad is only manufactured by the OEM M/s. Apple and only supports Mac Operating system.

Considering the above points and functional requirements of Dy Conservator of Forest (DCF), TEC technically cleared procurement 01-Apple iPad (11inch display, wifi- cellular, mac iOS, 512 storage).

## 2. Principal Accounts Office

F.No. F. 4(2)/Computer/Pen.Cell/2015, CD. No-018324444

The proposal of Principal Accounts Office regarding extension of services of 06- technical manpower hired on an outsourced basis for Integrated Financial Management System (IFMS.) for a period of one year w.e.f. 01.06.2020, as recommended by COA (Principal Accounts Office), was placed before the TEC.

TEC was apprised the following: -

1. NIC is maintaining various softwares in the PAO viz. Integrated Financial Management and Information System (IFMIS), GPF System, e-Lekha, State Goods and Service Tax (SGST) system with the help of above manpower.
2. The services of the above manpower were extended up to 31/05/2020 with the approval of TEC. Earlier, TEC vide its meeting dated 29<sup>th</sup> April 2019 approved extension of services of 06- Technical manpower for one year and it was observed by the members that requirement of technical

manpower can only be assessed by NIC (the development agency), depending upon the number of modules, number of forms, database architecture and workflow of the application.

3. Sr. Technical Director, NIC (Delhi State Unit) vide letter dated 21<sup>st</sup> May 2020 had also suggested for the requirement of the above said manpower beyond 31/05/2020.

4. The activities to be done in the modules/software are as under:-

- **Centralized Payroll System:** Continuous enhancements are being made to the system for serving employees, pensioners and contractual personnel.
- **GPF System:** Software enhancements are being made to the system regularly.
- **e-Lekha:** New Features and role-based MIS reports are being developed as per user requirements.
- **SGST reconciliation system:** The system performs daily syncing with GSTN and APIs/patches are released frequently by RBI and GSTN which have to be incorporated in the system.
- **Government Electronic Payment Gateway (GepG):** Apart from the above, NIC has also implemented GePG, providing secure electronic delivery of payment of services through internet for which intraCGA VPN connectivity has been provided to the PAO of Delhi. GepG operates as a critical shared service with COMPACT application (implemented across the Pay & Account Offices).
- Data maintenance is also a critical activity for which the database of all these application systems have to be maintained securely both at primary & NDR/DR site. This requires VM Administration/ DB Administration of centralized Payroll system, GPF System, e-Lekha Portal & SGST systems.

TEC discussed and observed the following:

1. As per the note of Pr. Accounts Office and recommendations of NIC vide letter dated 21<sup>st</sup> May 2020, the requirement of PAO for extension of services of existing 06- technical manpower is perpetual in nature as these software applications have to be maintained as well continuously enhanced/developed as per the requirements provided by Principal Account Office, GNCTD.
2. Number of technical manpower can only be assessed by NIC (the development agency), depending upon the number of modules,

number of forms, database architecture and workflow of the application.

Representative of NIC on behalf of SIO, Delhi confirmed to TEC that the requisite number of technical manpower is the minimum for the project.

Considering the above points, TEC technically approved the extension of services of 06-technical manpower hired on an outsourced basis for the Integrated Financial Management System (IFMS.) for a period of one-year w.e.f. 01.06.2020 with the following advice to the Department:-

- i. The Department should prepare FRS for the changes/modifications suggested and the same must be properly documented. In this regard, Department may kindly refer to the Circular No. E-13/3/2019-Part File/2380-81 dated 14<sup>th</sup> May 2020 of Department of Information Technology issued regarding "Roles and Responsibilities of IT Cadre Officers Posted in Departments, NIC and Delhi e-Governance Society (DeGS) for development and implementation of software applications/projects in Delhi.", available on the website of IT Department.
- ii. Department should frame timelines for completion of the project, so that manpower assessment can be made separately for the development & maintenance phase.

### **3. General Administration Department.**

CD No. : 062605901

The proposal regarding ratification of technical clearance/approval given by DIT, GNCTD to the General Administrative Department (GAD) for procurement of one Apple iMac 27" with original OS and MS Office (as per the requirement of Pr. Secretary (Home), as recommended by Pr. Secretary (GAD), was placed before the TEC.

TEC was apprised that IT Department had received a proposal from General Administration Department regarding the procurement of one Apple iMac 27" with original OS and MS Office for the official use of Pr. Secretary (Home), as recommended by Pr. Secretary (GAD).

The TEC was apprised the following: -

- i) Home Department is on the administrative strength of GAD and office equipments are provided from GAD as per functional requirements.
- ii) On earlier occasions, TEC had conveyed its technical clearance for procurement of Apple iMac for the official use of Hon'ble CM, Ministers and Pr. Secretary/Secretary level officers under administrative strength of GAD.
- iii) TEC was informed that the specifications of the Apple make computer was not provided in the specifications uploaded on the Departmental

website i.e. <https://it.dlehi.gov.in> under link "Standard Technical Specifications"

TEC was further apprised that proposal was examined in IT Department on the following points:-

1. Department of IT had uploaded updated specifications after approval of TEC on the departmental website i.e. <https://it.delhi.gov.in> under link "Standard Technical Specifications" where specifications for Apple iMac was not provided.
2. In view of the functional requirement, as a special case and urgency, IT Department had approved the proposal of GAD subject to ratification by TEC.

TEC discussed the matter considering the above points and ratified the technical clearance /approval given by DIT, GNCTD for the procurement of one Apple iMac 27" with original OS and MS Office (as per the requirement of Pr. Secretary (Home)).

#### **4. Commission for Other Backward Classes**

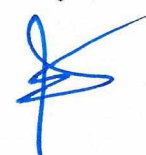
File No.: F.10(191)/CT/OBC/2018,CD No. : 000570869

The proposal of Commission for Other Backward Classes regarding the procurement of One Apple Mac Book Pro, as recommended by Pr. Secretary (SCST), was placed before the TEC.

TEC was apprised the following: -

- a) The requirement is for the official use of Chairman, OBC Commission.
- b) Department has requested Apple Laptop based on the functional requirement of the Post of Chairman, OBC.
- c) TEC was informed that the specifications of the Apple Mac Book Pro were not provided in the specifications uploaded on the Departmental website i.e. <https://it.dlehi.gov.in> under link "Standard Technical Specifications"
- a) TEC/Department of IT never approves any particular model or brand. However, Apple Mac Book pro is only manufactured by the OEM M/s. Apple and only supports Mac Operating system.

TEC discussed the proposal considering the above points and technically approved the procurement of One Apple MacBook Pro (13.3-inch, 1.4GHz quad-core 8th-generation Intel Core i5,8GB RAM,up to 512 GB storage, wifi).



## 5. Public Grievances Commission

F.No. 3965)/98/PGC/ESH/vol-III, CD. No-000488512

The proposal of Public Grievances Commission regarding extension of services of 01-Assistant Programmer and 04-Data Entry Operators on an outsourced basis from ICSIL for a period of one year w.e.f. 02.04.2020, as recommended by Pr. Secretary (AR), was placed before the TEC.

TEC was apprised the following: -

- i. Above technical manpower was engaged on outsourced basis since 2015.
- ii. The services of 01- Assistant Programmer and 04- Data Entry Operators on outsourced basis were extended up to 31.03.2020 with the approval of TEC.
- iii. 01-post of Assistant Programmer was created in the Commission with the approval of Hon'ble LG on regular basis vide order dated 24.2.2020.
- iv. 04-posts of Data Entry Operators were created on a temporary basis vide order dated 25.02.2014 with the approval of Hon'ble LG.
- v. The extension of existing outsourced technical manpower is required for the smooth functioning of various IT related activities like PGC application software, data entry in computerized diary system, scanning and uploading of the fresh complaints in the software application of PGC, etc.
- vi. Last extension for a period of 01-year w.e.f. 02.04.2019 was approved by TEC in the meeting held on 09.04.2019.
- vii. Cadre Controlling Unit(IT) has examined the proposal and informed that 01 sanctioned regular post of Assistant Programmer/DPA is lying vacant in the Commission. The process of recruitment of Assistant Programmer is underway with UPSC. Further, it is informed that direct recruitment of DEOs has been discontinued as per the recommendations of the Cadre review committee
- viii. Regarding extension of services of Assistant Programmer against vacant sanctioned post of IT Cadre, a circular has been issued by IT Department on 13.07.2020. As per the circular, Department may extend the service of Assistant Programmer engaged on outsourced basis against vacant sanctioned posts of IT Cadre, at their own level. Copy of the circular is available on the website of IT Department.

- ix. 04 DEOs have been engaged by PGC from ICSIL on contract basis. These DEOs were engaged by PGC from 2015 and their engagement on contract basis was extended from time to time and the last extension has expired on 31.03.2020.

TEC discussed and technically approved the proposal of extension of services of 04-Data Entry Operators on an outsourced basis for a period of one-year w.e.f. 02.04.2020.

## **6. Revenue Department**

F.No.F1(41)/COMP/DCO/2013, CD No.087237165

The proposal of Revenue Department regarding engagement of 12 Nos. of technical manpower on outsourced basis from NICSIL for support and maintenance of e-District project for the period from 20<sup>th</sup> April 2020 to 04<sup>th</sup> Jan 2021, as recommended by the Pr. Secretary (Revenue), was placed in the TEC meeting.

TEC was apprised the following:-

### **Brief of Proposal:**

1. e-District a Mission Mode Projects under NeGP by Govt. of India with the mandate to bring G2C (Govt. to Citizen Services) of state (Delhi Govt.) on the e-District portal. The scheme was 100% funded by Govt. of India. Under this project, NIC, Delhi State Unit was nominated as System Integrator for this project. Initially, 28 nos. of services were to be integrated on the e-district project.
2. A society named DeDIS (Delhi e-District Implementation Society) was formed to implement this project under Society Registration Act.
3. Engagement of professionals manpower services was done through M/s NICSIL for e-District project as per the tri-partite agreement between Revenue Department, NIC and NICSIL signed in December 2013 which was valid for 5 years.
4. The Department stated that the manpower engaged with NIC for the e-District portal is ongoing since the inception of the project. Earlier the hiring charges were paid to NICSIL from DeDIS account and the payment was made in accordance with the financial powers of Chairman, Executive Committee, DeDIS. The file for approval of technical manpower under e-district was not sent on earlier occasions as payment was made through DeDIS account.
5. As per annexure-2 [Manpower requirement -Central Location (Server Room)] of the agreement, indicative manpower to be deployed by NIC at Central Location was 6 nos. (2-System Administrator, 02-Database

Administrator and 02-Network Administrator). However, the deployment may vary as per the project requirement with the joint consent of NIC and DeDIS.

6. In the year 2015, the funding was stopped from the Govt of India. Till date all the payments to NIC are being made from the funds available under DeDIS account.
7. Accordingly, Revenue Department has created budget provisions for e-District project to provide fund to NICSI.
8. Subsequently, the scope of the project was enhanced and all the services of GNCTD of Delhi were decided to be brought on the e-district portal. In the year 2018, a proposal was sent by NIC asking for 12-14 numbers of manpower, which would support and implement up to 175 services on e-district portal. The proposal was administratively approved by the Divisional Commissioner and agreed for 14 technical manpower consisting of following designation:-

**Maintenance of H/W and S/w**

1. Team Lead -01
2. Database Administrator-01
3. System Administrator- 01
4. Network Administrator-01

**Development phase**

1. Technical support for preparation -02  
of technical document
2. Sr. Developer -01
3. Developer -02

**Operational phase**

1. Technical support – 03

**Training Phase**

1. Technical support -02

9. Accordingly, Revenue Department has received an invoice from NICSI for Rs. 57,46,878/- for the hiring of 12 nos. of professional technical manpower, towards manpower charges for support and maintaining e-District portal for a period of 20.04.2020 to 04-01.2021. Total 12 technical manpower proposed by the Revenue Department are as under: -

S No.	Details of the Technical Manpower	Nos.
1.	Project Manager	01

2.	Technical Lead	01
3.	Tech Lead Level 1/Server Admin/DBA	02 <i>(01-Server Admin and 01- DBA)</i>
4.	Senior Programmer Level 2/Senior Technical Support/ Engineer/Sr.Testing Engineer/Training Specialist/Document Writer/UI Designer	03 <i>(01-Senior Programmer L2, 01- Sr. Tester 01- document writer/ trainer)</i>
5.	Senior Programmer Level 1	2
6.	Programmers/Technical Support Engineer/Testing Engineer	3 <i>(01- Programmer 02-Technical support engineer)</i>

10. TEC was apprised that as per information provided by NIC, presently, only 3 technical manpower are working in NIC for e-District project as mentioned below:
- Project Manager -01 No.
  - Tech Lead Level-2 -01 No.
  - Sr. Programmer Level-2 -01-No.
11. The proposal was examined in IT Department and recommended for above mentioned 03 numbers of manpower, who do not have work order beyond 8<sup>th</sup> June 2020 for e-district project, as an interim relief with the advice that "all the matters can be taken up in the next TEC Meeting".
12. Out of these 12 technical manpower, 03 Nos. of technical manpower (S. No. 1,2 and 4 of above table) are already recommended by IT and approved by Finance Department on outsourced basis from NICSI for support and maintenance of e-District project for a period from 20<sup>th</sup> April 2020 to 04<sup>th</sup> Jan 2021.
13. The details of the work to be done, roles & responsibility of the 12 technical manpower as informed by Department are as under: -
- Project Manager:** To support NIC in overall managing and monitoring of the project



- b. **Technical Lead:** To support in the technical management of the project etc.
  - c. **Technical Lead Level-1 (Server Admin)** - To support in the maintenance of the VMs/Servers etc. used for the e-District Delhi.
  - d. **Technical Lead Level-1 (Database Administrator DBA)** - To support in the maintenance of the primary databases, foreign databases etc.
  - e. **Senior Programmer L2** will support in coding, development of APIs etc.
  - f. **Sr. Tester** will support in the testing of the services at development level for the system flow, eligibility conditions, validations, RBACs, access permissions to the users, page-level permissions, integrations, recursive testing etc.
  - g. **Trainer-cum-document Writer** - will support in conducting continuous trainings, imparting training to the master trainer at departments etc.
  - h. **Senior Programmer L1** will support in coding, development of APIs etc.
  - i. **Programmer** will support in coding, development of APIs etc.
  - j. **Technical Support Engineers** will support in resolving queries from the department users, will provide operational support and in various other aspects of the software.
14. It had been informed by NIC that the requirement of technical manpower will be continuous in nature. The current empanelment of NICSI (Category-B) for technical manpower hiring is up to 7/1/2021, i.e man-months mentioned in the PI received from NICSI is 8 months and 15 days for each category of the above mentioned technical manpower.
15. SIO, NIC vide letter dated 29<sup>th</sup> June 2020 informed that 09 Technical manpower (Project Manager, Tech/Team Lead, Database Administrator, System Administrator, Network/Operation Support Engineer, 03-Sr. Developer/Programmer and document writer) are currently engaged in e-district project.
16. NIC apprised TEC that the requirement of 12 Nos. of technical manpower requested by them is minimum to carry on the assignments in the e-District project.

TEC discussed the proposal of Revenue Department considering the above points and technically approved engagement of 12 Nos. of technical manpower (which includes 03 Nos. of technical manpower already

recommended by IT and approved by Finance Department) on outsourced basis from NICSI for support and maintenance of e-District project for a period from 20<sup>th</sup> April 2020 to 04<sup>th</sup> Jan 2021. Revenue Department will ensure monthly attendance of the manpower from the NIC along with tasks assigned and performed by the contractual manpower.

- III.** 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.
- IV.** The above approvals are also subject to the condition that the above said Departments shall have to take approval of the Finance Department and Competent Authority, wherever necessary.

The meeting ended with vote of thanks to the Chair.

*on leave*  
(Vijay Shendre)  
Sr. System Analyst,  
Department of IT

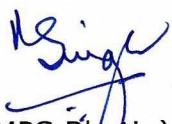
*for*  
*Mukesh*  
*System Analyst*

  
(Manoj Kumar)  
Dy. Secretary  
Finance Department


  
(Santulan Chaubey)  
Joint Director,  
Department of IT

  
(Manju Sahoo)  
Joint Director  
Planning Department

  
(Ajay Chagti)  
Spl. Secretary(IT)

  
(Dr. MPS Bhatia)  
Professor,  
NSIT, Delhi

  
(Rajiv Chauhan)  
STD, NIC, Delhi

  
(Sandeep Kumar)  
Secretary(IT)

F.No.E-11/2/2015-DS(CCU)-Part(1)/3555-65

Dated: 28/07/2020

Copy to:

1. Director (Planning), Department of Planning, GNCTD.
2. Sh. Ajay Chagti, Special Secretary (IT), GNCTD.
3. 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, Professor, Ambedkar Institute of Advance Communication Technology and Research, Geeta Colony, Delhi - 110031.
7. Mrs. Manju Sahoo, JD(Planning), Planning Department, GNCTD
8. Sh. Manoj Kumar, Dy. Secretary, Finance Department, GNCTD
9. System Analyst, IT, for uploading the Minutes of the Meeting on the website of DIT, GNCTD.
10. P.S. to Secretary (I.T.) I.T. Department, GNCTD
11. All Departments in their respective files.

*for*  
*Mulraj*  
*(System Analyst)*  
*on Leave*  
(Vijay Shendre)  
Sr. System Analyst