

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-11/4/2020-Development/Secy (IT) Vol-2/4899-88 Dated 17/12/2021

Subject: Minutes of the Meeting of Technical Evaluation Committee (TEC) held on 14th December 2021 at 11:30 AM under the Chairmanship of Secretary (IT), to examine the IT proposals of various Departments of Govt. of NCT of Delhi through Video conferencing amid Covid-19 pandemic.

- I. The meeting was conducted through Video Conferencing amid COVID-19 Pandemic.
- II. The TEC meeting Agenda approved by the Secretary(IT) is annexed as **Annexure-I**
- III. The copy of the TEC's meeting notice is annexed as **Annexure-II**.
- IV. List of Members/participants who participated in the meeting is annexed as **Annexure-III**.
- V. The proposals of the various Departments as per meeting agenda and decisions taken/advice of the Technical Evaluation Committee are described below:

1. Department: **Directorate of Vigilance (DOV)**
F.No. 01/15/DOV/Admn/2021/, CD No. 140665414

The proposal of Directorate of Vigilance, GNCTD regarding seeking technical approval for hiring of 04 Technical Manpower as per request of NIC, Delhi State Unit for digitalization of all work/records of DOV. The proposal, received with the recommendation of Principal Secretary cum Director, DOV, has been examined in the IT Department

TEC discussed the proposal of DOV as per details given in the TEC agenda no 1 mentioned in attached Annexure-I and approved hiring of 04 Technical Manpower (01(one) Senior Developer- 12 months, 01(one) System and Database Architect -06 months, 01(one) Technical Document/Content Writer- 09 months, 01(one) Developer- 12 months) after observing all codal formalities as per GFR 2017 and latest Instructions issued by Finance Department, GNCTD from time to time.

2. Department Name: **Directorate of Civil Defence, Delhi**
F.No. TA.34(490)/CDV/Hiring of manpower/2021 ,CD No.: 000669073

The proposal of Directorate of Civil Defence, GNCTD regarding approval of TEC of IT Department, GNCTD for hiring of 04 Technical Manpower for the design and development of the software and Mobile APP for the Civil Defence Volunteers, received with the recommendations of Pr. Secretary(Revenue) has been examined in the IT Department.

TEC discussed the proposal of Directorate of Civil Defence, Delhi as per details given in the TEC agenda no 2 mentioned in attached Annexure-I and

approved hiring of Technical Manpower i.e. 02(Two) Developer (For 03 Months, 0-2 years' experience), 01(One) Developer (For 03 Months, 5+ years' experience), 01(One) Requirement Gathering Expert (For 01 Month) for the design and development of the software and Mobile APP for the Civil Defence Volunteers after observing all codal formalities as per GFR 2017 and latest instructions issued by Finance Department, GNCTD from time to time

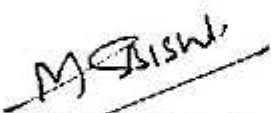
3. Administrative Reforms Department

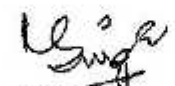
F.No.20/03/2021/AR CD NO.: 056671698

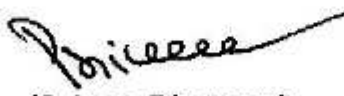
The proposal of Administrative Reforms Department regarding the vetting of terms of use (TOU) for the proposal of software application development of Doorstep Service Delivery appointment and management system, received with the recommendation of ACS(AR) has been examined in the IT Department.

TEC discussed the proposal of Directorate of AR Department as per details given in the TEC agenda no 3 mentioned in attached Annexure-I. TEC obtained the inputs on Terms of Use (TOU) from the representatives of the AR Department who were present during the meeting and based on their inputs, TEC decided that AR Department may opt sub para 7.1 over sub para 7.2 of para 7 besides accepting all remaining paras 1 to 12 of TOU.

The meeting ended with vote of thanks to the Chair.


(Mohan Singh)
Sr. System Analyst,
Department of IT



(Dr. MPS Bhatia)
Professor,
NSIT, Delhi


(Prince Dhawan)
Spl. Secretary(IT)


(Swati Sharma)
Secretary(IT)


(Krishan Kumar)
Joint Director,
Department of IT


(Ashok Kumar)
Director
Planning Department


(Rajeev Chauhan)
Sr. Technical Director
NIC, Delhi

Copy to:

1. Sh. Prince Dhawan, Special Secretary (IT), Department of Information Technology, GNCTD.
2. Special Secretary (Finance), Department of Finance, GNCTD.
3. SIO, NIC, Delhi State Unit, 'B' Wing, 3rd Level, Delhi Secretariat.
4. Director (Planning) Department of Planning, GNCTD.
5. Dr. M.P.S.Bhatia, Professor, Netaji Subhash Institute of Technology, Sector 3, Dwarka, N Delhi.
6. Sh. Krishan Kumar, Joint Director(IT), DIT, GNCTD.
7. Sh. Rajeev Chauhan, Addl. SIO & Sr Tech Director, NIC Delhi, Delhi Sachivalaya
8. System Analyst, IT, for uploading the Minutes of the Meeting on the website of DIT, GNCTD.
9. P.S. to Secretary (I.T.) I.T. Department, GNCTD
10. All Departments with reference to web link for downloading from website of IT Department in their respective files.

M/S/SW
(Mohan Singh)
Sr. System Analyst
17.12.2021

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Agenda of TEC meeting scheduled for 14th December 2021 at 11:30AM through video conferencing

1. Department: **Directorate of Vigilance(DOV)**
F.No. 01/15/DOV/Admn/2021/, CD No. 140665414

The proposal of Directorate of Vigilance, GNCTD is regarding seeking technical approval for hiring of 04 Technical Manpower as per request of NIC, Delhi State Unit for digitalization of all work/records of DOV. The proposal has been received with the recommendation of Principal Secretary cum Director, DOV.

The Department has informed the following:

- i. The DoV has initiated digitalization of all work/records of the Directorate relating to all the functions being performed in the Directorate at present, viz. disposal of complaints, Initiation of disciplinary proceedings, appointment of IO/PO, vigilance status of Gazetted officers in the Government etc. which would include processing of work at various level in the hierarchy in dealing with the complaints, DP Cases, CVC references, appointment of I.O./P.O. etc.
- ii. In this connection, NIC vide its letter dated 16.08.2021 has intimated about requirement of manpower, servers/VMs for development/requirement of 8 modules towards digitalization of work. Subsequently, DOV was informed by NIC vide its letter dated 02.09.2021 to take up the matter with NISCI towards cost of the project and NIC also provided the copy of Proforma-Invoice Request Form. Directorate has taken up the matter with NISCI and now NISCI has intimated the total cost of the manpower for current financial year is Rs. 23,98,621/- inclusive of taxes.
- iii. The matter was forwarded to IT Department to carry out all codal formalities towards development and implementation of digitization of records of DOV by hiring manpower and VM services etc. through NIC. Further, it was also informed that Dte. of Vigilance will provide expenditure sanction in favour of NIC as and when required.
- iv. IT department has returned the proposal to Directorate of Vigilance with the request to take the approval of TEC for hiring of four technical persons as previous approval is only for 2

technical manpower. It was also informed that the codal formalities for the same will be responsibility of DOV.

- v. There is requirement of hiring four technical persons as mentioned hereunder with period of their deployment for preparing 8 modules towards digitalization of work in DOV.

- a) Senior Developer- 12 months
- b) System and Database Architect -06 months
- c) Technical Document/ content Writer- 09 months
- d) Developer- 12 months.

The proposal has been examined and observed the followings:

- i. It is relevant to mention here that there no sanctioned post of IT Cadre at DOV and as per IT Department Circular no 07/2020 dated 13/07/2020 the approval of TEC is required for engagement of staff not against sanctioned post. TEC in its meeting held on 17.01.2019 had approved the proposal of DOV regarding hiring of 01 Programmer/Software Application Support-Level 2 and 01 Senior Programmer/Software Application Support-Level 3. It was also discussed by the TEC 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 proposed application. SIO NIC who is also member of TEC, confirmed that the 2 technical manpower is minimum manpower are required for the said task. Now the Department is hiring four technical persons as under as number of modules are required to be developed has increased:
 - a) Senior Developer-12 months
 - b) System and Database Architect-06 months
 - c) Technical Document/Content Writer-09 months
 - d) Developer-12 months
- ii. Since the work in DOV is continuous in nature and involve monitoring, training, change management, implementation and maintenance of the required software application, DOV may be advised to create suitable level IT Cadre post and number of post as per the requirement such as System Analyst or Sr. System Analyst.

In view of the above, the proposal of Directorate of Vigilance, GNCTD for hiring of 04 Technical Manpower (Senior Developer- 12 months, System and Database Architect -06 months, Technical Document/ content Writer- 09 months, Developer- 12 months) as per request of NIC, Delhi State Unit for digitalization of all work/records of DOV, is placed before TEC for discussion and appropriate decision.

2. Department Name: **Directorate of Civil Defence, Delhi**
F.No. TA.34(490)/CDV/Hiring of manpower/2021 ,CD No.: 000669073

The proposal has been received from Directorate of Civil Defence, GNCTD for approval of TEC of IT Department, GNCTD for hiring of Technical Manpower as per request of NIC Delhi State Unit for the design and development of the software and Mobile APP for the Civil Defence Volunteers. The proposal has been received with the recommendations of Pr. Secretary(Revenue).

The Department has informed the following:

- i. Reference to the PUC received from Sh. Iqbal Hassan, SIO/ Scientist-F, Government of India, Ministry of Electronics and Information Technology National Informatics Centre Delhi State, 3-B, Delhi Secretariat, Delhi vide their letter No. NIC/NCTD/2021/2573 dated 07.10.2021.
- ii. The PUC received is in reference to discussions held during the review meeting chaired by Director Civil Defence/Divisional Commissioner on dated 06.10.2010 and It has been decided that for accelerating the development of the software and timely completion, team of technical manpower need to be augmented. Also there is immediate necessity for technical consultant which will prepare software requirement specification document. This will help increase the productivity of the developer. Therefore, the department is required to provide following manpower or transfer the funds to NICSi for the following manpower. The proposed technology to develop the software will be Core PHP and database will be postgresQL.
- iii. Further, It has been requested to provide following manpower or transfer the funds to NICSi for the following manpower:

S. No.	Resources category (Tier-1)	No. of Resources	Relevant Exp.	Minimum Monthly Remuneration (in Rs.)	Total (In Rs.)
1	Developer(For 03 Months)	2	0-2 years	1,37,250	8,23,500
2	Developer(For 03 Months)	1	5+ years	2,11,200	6,33,600
3	Requirement Gathering Expert (For 01 Month)	1		2,13,200	2,13,200
				Total	16,70,300
	NICSi service tax extra as applicable.				

- iv. It is pertinent to mention here that another proposal for hiring of manpower for development of CDV software is already under submission to IT Department for approval by TEC vide F.No. TA.34 (287)/CDV/Software/2018 (CD No. 000476192): -

S. No.	Resources category	No. of Resources	Relevant Experience	Minimum Monthly Remuneration (In Rs.)	Agency Margin @7.90% (In Rs.)	Total Monthly Amount (In Rs.)	Total (in Rs.)
1	Senior Developer (For twelve Months)	2	5 to less than 7 years relevant experience with clarification	53,000	4,187	1,14,374	1,37,248
2	Senior Mobile Application Developer (For Six Months)	1	5 to less than 7 years relevant experience with clarification	53,000	4,187	57,187	3,43,122
3	UI/UX Designer (For Six Months)	1	2 to less than 4 years relevant experience	36,100	2,851	38,951	2,33,711.4
Note: Total cost for 12 Months will be Rs.19,49,321.4 only							

The above said proposal has been examined and observed the following:

- The proposal mentioned in point no. 4 of the above para has already been approved in TEC held on 11.10.2021.
- In the current proposal, 02 Developers with 0-2 year experience, 01 Developer with 5+ year experience, are required along with Requirement Gathering Expert (For one Month), but the immediate necessity is for technical consultant which will prepare software requirement specification document to increase the productivity of the developer. In this regard, it is submitted that the instant proposal is not clear regarding requirement. Therefore, NIC Delhi State Unit may be requested to provide the scope of the work of the above mentioned required manpower.
- Also, 02 Senior Developer for 12 months was already given approval for design and development of the software and Mobile APP for the Civil Defence Volunteers in the previous proposal as per the requirement of NIC Delhi State Unit.

- iv. The file/proposal was forwarded to NIC Delhi state Unit for their comments/clarification in regard to the above mentioned points and above said proposal of Directorate of Civil Defence, GNCTD. The reply of NIC Delhi State Unit is as follows:

"Requirement of highly skilled manpower and consultant on temporary basis is for early completion of the project due to the increased scope of the work existing set of team require more time to complete. The proposed consultant will save time of development team for discussions required to understand the process flow and the highly skilled manpower will accelerate the development work in alliance with the existing team."

- v. In the above mentioned reply, NIC Delhi State Unit has specified the requirement is for skilled manpower and consultant on temporary basis, but the requirement is proposed for Developers and Requirement gathering Expert, so the file/proposal was again forwarded to NIC Delhi State Unit for clarifications. The reply of NIC Delhi State Unit is as follows:

"It is to clarify that in the review meeting Director, CDV instructed to speed up the development of CDV software by augmenting with better skilled additional manpower. Hence additional manpower from category-1 that is 1) One Sr. Developer (5 years' experience), 2) Two Sr. Developer (0-2 years' experience), 3) One Requirement Gathering Expert is required to complete the development process in time bound manner."

The proposal of Directorate of Civil Defence, Delhi for hiring of Technical Manpower as per request of NIC Delhi State Unit (i.e. as mentioned in the table of point no. 3 of above para i.e. Two Developer (For 03 Months, 0-2 years' experience), One Developer (For 03 Months, 5+ years' experience), One Requirement Gathering Expert (For 01 Month) of Category-1) for the design and development of the software and Mobile APP for the Civil Defence Volunteers, is placed before TEC for discussion and appropriate decision.

3. Administrative Reforms Department

F.No.20/03/2021/AR CD NO.: 056671698

The proposal of Administrative Reforms Department is regarding the vetting of terms of use (TOU) for the proposal of

software application development of Doorstep Service Delivery appointment and management system. The proposal has been received with the recommendation of ACS(AR).

Department has informed that NIC has submitted the comprehensive proposal for software application development of Doorstep Service Delivery appointment and management system. It is also informed that the application development work can be taken up after the acceptance of the proposal.

AR Department has requested IT Department for vetting of Terms of use(TOU) of the proposal. The detailed terms of use(TOU) of the proposal are enclosed as **Annexure I** to this agenda item.

In view of the above, the proposal is placed before TEC for discussion and appropriate decision.

10. Annexure

Annexure 1: Terms of Use

[These terms of use need to be accepted by the user]

Terms of Use (ToU)

1. **Written Communication:** User department should specify its requirements about IT Application preferably by formal communication in detail. User department should provide feedback on the adopted models, documents, demonstrative systems, and presentations etc., made by NIC, within a week or a reasonable time frame as agreed upon mutually. After which, the steps and stages of various project life cycle will get finalized for subsequent stages.
2. **Timely Feedback:** In the initial requirement gathering phase of the IT application, the efforts should be to capture the maximum of User content and business processes, so that there is least requirement change after phase 3 of the IT Application i.e. As-IS System Analysis to To-Be System Design.
3. **Default Clause:** In the absence of written feedback, it shall be presumed that User has accepted the system designed by NIC and to save time and cost overruns no further feedback shall be considered.
4. **Additional Cost & Time:** Under special circumstances, If any delayed feedback or modifications to already finalized model or released system are requested, the User Department may have to incur additional cost and time.
5. **Data and Business Process Ownership:** The Ownership of stored Data, entire transactional data, content data, validations and business rules/ functional requirements belong to the User department.
6. **No Data Access to NIC:** NIC will not keep access right of the actual data inserted/generated in the IT Application of User department. The real-time actual implementation and operation of the IT Application will be the prime responsibility of the user department. The User Department shall nominate an officer who has the complete and exclusive access to the stored data. This officer can be trained by the NIC Project Team for this purpose.
7. **Technical Artifact Ownership:**
 - 7.1. **General Version**
 - 7.1.1. NIC will own/hold the Intellectual Property Rights to and associated with all the artifacts developed/produced under this project and shall have the full right to modify the technical artifacts for own use and/or use by other Departments at all levels of Government.

- 7.1.2. NIC shall have the rights to publicise and build own brand image, to claim award(s)/felicitation(s) and submit related technical papers for its Intellectual property.
- 7.1.3. User shall have the perpetual right to use the same within the department. For making any changes in the artifacts, user needs to acknowledge the contribution of NIC and obtain the consent of NIC. However, NIC will not be bound to compulsorily give such consent to change NIC-developed artifacts by the user or any third party.

OR

7.2. Version for NIC products like e-office, eHospital, GepNIC, ServicePlus, S3WAAS, eHRMS, etc.

- 7.2.1. As this is an NIC product, NIC will own/hold and will continue to own/hold the Intellectual Property Rights to and associated with all the artifacts being used in this project and shall have the full right to modify the technical artifacts for own use and/or use by other Departments/users at all levels of Government.
 - 7.2.2. NIC shall have the rights to publicise to build own brand image, to claim award(s)/felicitation(s) and submit related technical papers for its Intellectual property.
 - 7.2.3. NIC shall have the complete rights to change or customise the product. User will not have any rights or claims to change the artifacts by themselves or any third party appointed by them.
 - 7.2.4. User shall have the right to use the same within the department as per the MoU and/or T&C. However, in case of change or loss in User Identity through merger, acquisition, abolishment, disinvestment, etc., except only name change, the right to use the artifacts will cease to exist. The use of NIC artifacts by the new entity shall be governed by the existing IPR policy of NIC.
 - 7.2.5. In case of international cooperation, NIC's IPR rights will be in accordance with and governed by the MoUs entered by MEA/MoU with the recipient entity/country.
8. **RTI queries:** All RTI queries related to the IT Application are to be answered by the User department. If any technical queries are there, NIC may provide inputs to the Nominated/ designated officer of the department, provided it is technically feasible.
9. **Queries from law enforcing, auditing and Regulatory Functionaries:** All queries from Government law enforcing, auditing and Regulatory agencies related to the Project IT Application are to be answered by the User department. NIC shall not be responsible to answer any such queries. The User department should envisage the reports and output required from the IT Application in advance, which will become the part of the IT Application. NIC can help in preparation of exceptional reports in the IT Application to answer such queries by the Nominated/ designated official of the User department.

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<< Development of Doorstep Service Delivery Appointment and Management System >>

10. **Cleaning of Sample/test Data:** The NIC uses sample/test data for IT Application engineering activities, It is the responsibility of the User to clean the sample data before go-live so that there will not be any harm or legal issues due to sample data.
11. **Indemnification:** NIC should be indemnified from all legal and associated consequences arising due to the usage of the IT application.
12. **Sensitization of Govt. Laws, Acts/ Rules and Regulations:** User department should give due consideration to sensitize themselves with existing various Government Laws/Acts/ Rules and Regulations such as IT Act 2000, IT Act 2008 (Amendment), IT Rules 2011, Aadhaar Act 2016, Cyber Security Laws, Role of Cert-In, Sensitive Personal Data Information Rules and Privacy of Personal Data etc. Issued by Government of India from time to time.

I, designation
hereby declare on behalf of Department/Organization.....
Ministry/State,..... that I have gone through the
clauses mentioned herein under the Annexure - I i.e. Terms of Use (ToU) for using NIC ICT
Services and in capacity of Project-in-charge/Nodal Officer undertake to abide by the above
clauses i.e. 1 to 12 with best of my belief and knowledge for the Project IT Application
.....

(Signature of Project In-charge/ Nodal Officer)

Official Stamp

Name:
Email ID:

Telephone:

Mobile No: -

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

F. No. E-11/4/2020-Development/Secy(IT) vol-2/4707, dated: 10/12/2021

Meeting Notice

The meeting of the Technical Evaluation Committee (TEC), for examination of the IT related projects/proposals of the various Departments of Govt. of NCT of Delhi, will be held on **14th December, 2021 at 11:30 AM** under the chairmanship of Secretary (IT), GNCTD, through **video conferencing** amid Covid-19 pandemic situation.

The proposals of the following Departments will be discussed in the meeting:

S.No.	Name of the Department	Subject
1.	Directorate of Vigilance	Seeking Approval of TEC for hiring of 04 Technical Manpower for digital of all work/records Of DOV
2.	Directorate of Civil Defence	Seeking Approval of TEC for hiring of 04 Technical Manpower for development of software and Mobile Application for 01/03 months.
3.	Administrative Reforms Department	Vetting of terms of usage for the proposal of software development of Doorstep Delivery Public Service (DDPS) Appointment and management system

Any other proposal may be placed before the TEC with the permission of Secretary (IT).

It is requested that Head of Office of the concerned department/Person well versed with the proposal may kindly attend the meeting on the above said

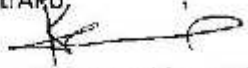
date and time through Video Conferencing for on the spot clarification, if any sought by TEC.

All the members of TEC are also requested to attend the meeting on the schedule date and time through video conferencing.

The details of video conferencing are as follows:

VC id - 1354267
password - 6385

<https://desktop.vc.nic.in/flex.html?roomdirect.html&key=hs72CtfARo>


(Krishan Kumar)
Joint Director (IT)

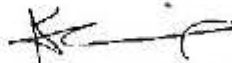
F. No. E-11/4/2020-Development/Secy(IT) vol-2/4707-16 Dated: 10/12/2021

To,

1. Director (Planning) Department of Planning, GNCTD.
2. Special Secretary (Finance), Department of Finance, GNCTD.
3. Sh. Prince Dhawan, Special Secretary (IT), Department of Information Technology, GNCTD.
4. SIO, NIC, Delhi State Unit, 'B' Wing, 3rd Level, Delhi Secretariat.
5. Dr. M.P.S. Bhatia, Professor, Netaji Subhash Institute of Technology, Sector 3, Dwarka, N Delhi.
6. Dr. Manoj Kumar, Professor, Ambedkar Institute of Advanced Communication Technology and Research, Geeta Colony, Delhi.
7. Sh. Santulan Chaubey, Joint Director (IT), DIT, GNCTD.
8. Sh. Rajeev Chauhan, Sr Technical Director, Addl SIO, NIC, Level 3, Delhi Sachivalaya
9. All concerned Departments.

Copy for information to:

1. PS to Secretary (IT), GNCTD.


(Krishan Kumar)
Joint Director (IT)

Annexure-III

Govt. of NCT of Delhi
Department of Information Technology
9th Level, B Wing, Delhi, Secretariat
Attendance sheet of TEC meeting held on **14.12.2021 at 11:30AM**

The meeting conducted through video conferencing/teleconferencing amid Covid-19

S.No.	Name of Officer	Department	Designation	Signature	Phone & Email
1	Sh Rajiv Chauhan	NIC, Delhi State Unit	Sr. Technical Director	VC	
2	Sh Ashok Kumar	Planning	Director	VC	
3	Sh Prince Dhawan	IT	Spl. Secretary(IT)	VC	
4	Shri Krishan Kumar	IT	Joint Director(IT)	<i>K. V. P.</i>	
5	Dr MPS Bhatia	NSIT	Professor	VC	
6	Dr Manoj Kumar	AIACS	Professor		
7	Sh Mohan Singh	IT	Sr System Analyst	<i>M. Bhatia</i>	
8	Sh Himanshu manchanda	IT	System Analyst	<i>Himanshu</i>	
9	Sh Sandeep Sharawat	IT	DPA	<i>Sandeep</i>	
10	Poonam Walia	IT	System Analyst	<i>Poonam</i>	
11	Sh. HPS. Saran	Directorate of Vigilance	Spl. Secy	V.C.	
12	Sh. Rahul Soodan	Dte of Civil Defence	SSO	V.C	
13	—	Education Department	—	—	
14	Rajam kumar	AR Department	Assistant Director (AR)	<i>Rajam</i>	