No.E -13/3/2019 - Post File/2380 - 81   Dated: - 14/05/2020

CIRCULAR

Sub:-   Roles and Responsibilities of IT Cadre Officers posted in the Departments, NIC and Delhi e-Governance Society (DeGS) for development and implementation of software applications/projects in Delhi.

The IT Department GNCTD recruits inter-alia (by direct appointment and promotion) officers in the rank of Data Processing Assistant (earlier known as Assistant Programmer), System Analyst, Sr. System Analyst and Joint Director. These recruitments are against posts created by various departments as per their respective workloads assessed by the Administrative Reforms Department.

2.   Various departments of GNCTD are undertaking e-Governance initiatives, either by engaging a **development agency by floating RFP**, or getting software developed through **NIC**, or by the Delhi e-Governance Society **(DeGS)**. Occasionally, there is ambiguity in roles and responsibilities of the stakeholders. In order to remove such confusion, the roles and responsibilities of different stakeholders for developing and implementing software applications/ projects in GNCTD are hereby specified in the chart as **Annexure-I**.

3.   The **development of the software has to be administratively led by an officer of the department,** technically assisted by the IT cadre officer posted in the department and the actual development of the software will be by the agency selected through RFP or by NIC/by DeGS etc. The most important step involved in development of any software is the preparation of a **Functional Requirement Specification (FRS)** document. This is required to be done by the concerned department with inputs from IT Cadre officials posted there. In case no IT Cadre official is posted in the department, or the department and the IT Cadre official is not

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preparation of this document. However, **preparation of FRS document is primarily the responsibility of the Administrative Department**.

4. Detailed FRS documents accessible from (a) GNCTD website link https://it.delhi.gov.in/content/frs-samples and (b) GoI website link https://meity.gov.in/content/functional-requirements-specifications can be used as samples for understanding the contents of a FRS document. However, such reports may take time to prepare. In case of shortage of time with the Department, **abridged FRS document** may be prepared by the Department. The Transport Department recently has carried out the above exercise of preparation of abridged FRS for a Direct Benefit Transfer Scheme of providing financial assistance to holders of para transit vehicles. A copy of the FRS prepared by Transport Department is enclosed herewith for guidance of the departments as **Annexure-II.**

5. Departments are requested to utilize the enclosed chart of roles and responsibilities (**Annexure-I**) for development of software applications and smooth implementation of the projects, and ensure preparation of FRS document before any software development work is assigned to NIC/DeGS.

6. This issues with the approval of Competent Authority.

(Santulan Chaubey)
Joint Director (IT)

To

1. Addl. Chief Secretaries/Pr. Secretaries/
Secretaries/Heads of Departments of GNCTD &
SIO, NIC

2. Secretary to Minister (IT)

Encls: As above

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Annexure –I

Sub:- Roles and Responsibilities of IT Cadre Officers posted in the Departments, NIC and Delhi e-Governance Society (DeGS) for development and implementation of software applications/projects in Delhi.

S.No.	STEPS	Projects with RFP	Projects (usually small) with no RFP	Central NIC software
1	Proposal	Concerned Department	Concerned Department	Concerned Department
2	FRS (Functional Requirement Specification)	Concerned Department (with inputs from **IT cadre** officials posted there). In case no IT Cadre official is posted in the Department, the IT Department provide assistance. Responsibility for preparation of FRS document is however primarily of the concerned department	Concerned Department (with inputs from **IT Cadre** officials posted there)	Not applicable
3	SRS (Software Requirement Specification)	Development Agency (Vendor); Approval by concerned Department	Development Agency (NIC/DeGS etc.); Approval by concerned Department	Not applicable
4	Development of Application Software	Development Agency (Vendor)	Development Agency (NIC/DeGS etc.)	NIC
5	Testing of application software	Development Agency (Vendor)	Development Agency (NIC/DeGS etc.)	NIC and Department
6	User Acceptance Test (UAT)	Concerned Department	Concerned Department	Concerned Department
7	Security Audit	DeGS OR STQC empanelled vendor as decided by concerned Department	DeGS OR STQC empanelled vendor as decided by concerned Department	DeGS OR STQC empanelled vendor as decided by concerned Department
8	Hosting of software application on cloud/hiring of VM (Virtual Machines)	Department & Development Agency (with assistance of **IT cadre officials**)	Department & Development Agency (with assistance of **IT cadre officials**)	Department & NIC
9	Maintenance of software application	Department & Development Agency (Vendor)	Department & Development Agency	Department & NIC

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APPLICATION FOR FINANCIAL ASSISTANCE BY PARA-TRANSIT VEHICLE OWNERS
(Sample)

Sr. No.	Activity	Responsibility
1	**Home Page Details** • Eligibility Criteria 1. Individual owners of registered para-transit Public Service vehicles i.e. Auto Rickshaws, e-Rickshaws, Taxis, Phatphat Sewa, Eco-Friendly Sewa, Gramin Sewa, School Cab and Maxi Cabs for their one vehicle only having valid life span of their Vehicles, Valid fitness and valid permit as on 01.02.2020. 2. The owners of above said vehicles who have already applied under the existing scheme through main application or through grievance form will be excluded from the benefit of this scheme. 3. Financial assistance will be credited in Aadhaar - linked Bank accounts only of the applicants through DBT only. 4. Valid Mobile Number and Aadhar Number • Information Required to be inputted 1. Aadhar No. 2. Vehicle Type (in drop down e Rickshaw, Auto Rickshaw (TSR), Taxis, Phat phat Sewa, Eco-friendly Sewa, Gramin Sewa, School Cab and Maxi Cabs. 3. Regn No. 4. Permit No. (As appeared in Permit except e-Rickshaw). • Caution Message	Transport Department
2.	**Input Stage 1** • Aadhar No. (This number should be linked to a bank account. Payment will be made subject to fulfilment of eligibility criteria in this linked bank account only) • Vehicle Type (Drop Down – only 8 types to be indicated)	DeGS

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- Vehicle Registration Number
- Vehicle Permit Number (Excl e-Rickshaw)

3.	**Validation based on Input Stage 1: Use inputs provided by applicant and Vahan database**	NIC & DeGS

Validation	Error Message if failed
Aadhar No. – already not applied in the existing application through main application or through grievance form Note – This is to be checked against the database of DL based application.	You are not eligible as you have already applied in the existing scheme against this aadhar no. Your Ref no./Feedback id is : < >.
Vehicle Type entered = Vehicle Type in Vahan database	Vehicle Type of Vehicle with Registration Number < > entered by you does not match details in Vahan Database
Ownership Type in Vahan Database = Individual	You are not eligible under the scheme as the Vehicle with Registration Number < > is not registered in the name of an individual.
RC Number and Permit Number belong to same Vehicle	The Registration Number and Permit Number you have entered do not belong to the same vehicle.
Vehicle Fitness as on 01.02.2020	Fitness of Vehicle with Registration Number < > not valid as on 01.02.2020
Permit valid as on 01.02.2020	Permit of Vehicle with Registration Number < > had expired as on 01.02.2020
Life span of vehicle valid as on 01.02.2020	The Vehicle with Registration Number < > did not have a valid life span as on 01.02.2020.

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4.	Success in above validations → NIC Web App Service to deliver to DeGS
	(information to be displayed after OTP verification sent on the mobile no. entered by the applicant)
	For Display on Screen
	   • Name of Owner as per Vahan Database
	   • Address of Owner as per Vahan Database
	   • Pincode
	   • Permit validity
	   • Fitness validity
	
	Not to be displayed on Screen – for use by DeGS and Transport Department only
	   • Father's Name of Owner
	   • Engine Number
	   • Chassis Number
	   • Vehicle Class
	   • Permit Category
		NIC &DeGS

5.	**Input Stage 2**
	   • Mobile Number of Vehicle Owner
	   • Name as per aadhar
	   • Name of Father/Husband as per aadhar
	   • Gender of Vehicle Owner – Drop Down – M/F
	   • Upload – Aadhar front page and back page
		DeGS

6.	**Validation based on Input Stage 2:** <table><tr><th>Validation</th><th>Error Message if failed</th></tr><tr><td>• No application related to this Aadhaar Number already made Note – This is to be checked in database of RC based application</td><td>• Individual with Aadhaar Number < > has already submitted an application under this scheme. One individual is eligible to submit only one application.</td></tr></table>	DeGS
7.	**Preview Details filled in till now** - With provision for going back to edit	DeGS

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8.	**Self Declaration to be ticked in Check Box** I, \<name as inputted by the applicant\>, having Aadhaar Number \<Aadhaar number as inputted\>, and Mobile Number \<Mobile Number as inputted by the Applicant\> hereby declare that the information furnished by me above for seeking assistance under "Financial Assistance Scheme for Para Teansit Vehicle Owners" is true and correct to the best of my knowledge, and nothing declared therein is false. I, \<name as inputted by the applicant\>, know that it is a criminal offence to make a false declaration, and I am liable for criminal prosecution for the same, apart from any action that the Transport Department may take for cancellation of Permit and Registration Certificate of my Vehicle.	DeGS
9.	**Checking based on inputted details**	DeGS

Nature of Check	Agency whose services to be utilised	In case of Failure
Demographic Authentication: Compare Vahan database details and inputted details with UIDAI database	UIDAI	Inform Transport Department to manually check. For cases that still fail, Transport Department to take up with Applicant.

10.	**Payment to Successful Applicants** Use Public Financial Management System	Transport Department

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