

Government of NCT of Delhi  
**INFORMATION TECHNOLOGY DEPARTMENT**

9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

F.No. E/13/3/2019/part file/3807-3878

Date:- 05-08-20

**CIRCULAR 08 /2020**

Sub: - Monitoring of attendance and work done by outsource manpower for NIC projects.

Many departments have hired contractual manpower from NICSI/ICSIL/NIELIT for their e-Governance projects being developed/managed by NIC State Unit, Delhi. The Technical Evaluation Committee of the IT Department recommends the number, designation and duration of engagement of contractual manpower based on the proposal of concerned administrative Department. The responsibility for ensuring that the manpower is physically working for the project for which it has been engaged, is entirely of the concerned administrative Department.

2. In view of above, all concerned administrative Departments who have engaged contractual manpower for NIC projects are advised to ensure the following:

- a. Details of all the manpower (Name, Designation, date of Engagement, Monthly Remuneration etc.) engaged by the Department and deployed with NIC should be available with the Department.
- b. Monthly attendance should be verified by the Department along with the work done by each individual person.
- c. The time line of the projects should be adhered by regular monitoring of the project with NIC.

3. This issues with the approval of competent authority

  
(Santulan Chaubey)  
Joint Director (IT)

To

All ACS, Pr. Secretaries/ Secretaries/HoDs of Departments of GNCTD

Copy to:-

1. Secretary to the Hon'ble Minister (IT)
2. SIO, Delhi State Unit, NIC