

Prod/8/26279



**GOVERNMENT OF NCT OF DELHI  
PUBLIC WORKS DEPARTMENT  
5<sup>TH</sup> LEVEL "B" WING  
DELHI SECRETARIAT: NEW DELHI**

No.F.10 (6)/PWD-I/Misc./2016/Vol.IV(a)/ 13724-25

Dated: 11/10/18

To,

✓ The Engineer-in-Chief,  
Public Works Department  
Govt. of NCT of Delhi  
MSO Building  
IP Estate  
New Delhi-110002

प्रमुख अभियंता

आपकी सं. 12564

दिनांक 15/10/2018

प्रमुख अभियंता  
पब्लिक वर्क्स डिपार्टमेंट  
(कार्य प्रशा.) GAD  
1/11

**Sub: Forwarding of various Letters/ Endorsements/ Circulars.**

Sir,

Please find enclosed herewith copy of the following Letters/ Endorsements/ Circulars with necessary action as mentioned against them.

S.No	PUC No. & Date	Subject	Remarks
✓ 1.	U.O. No. 18/71/2015/Misc./GAD/Admn./3451-56 dated 18.09.2018 received from Dy. Secretary, GAD, GNCTD	Admission to the 13 <sup>th</sup> Batch (2018-19) of one year (Part time) Post graduate Diploma Course in Disaster Preparedness and Rehabilitation, affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi.	For information & appropriate action.
X 2.	No.F.(24)/FIN (ESTT-III)/07CPC/2016/dsV/1835 dated 17.09.2018 received from Dy. Secretary-V (Finance), Finance (Estb-III) Dept., GNCTD	Grant of Dearness Allowance to Central Government employees - Revised rates effective from 01.07.2018.	For information.
3.	Letter No. DA-E011(18)/2/2018-Records/524-526 dated 27.08.2018 received from Director of Archives, Deptt. of Delhi Archives, GNCTD	Nomination of Departmental Record Officer.	For information & appropriate action.
4.	Circular No. F.2/559/2018/CT-III/GAD/9150 dated 28.09.2018 received from Spl. Secy. (GAD), GNCTD	Installation of GPS devices in Government/ Government hired vehicles to stop their misuse.	For information & appropriate action.
5.	Letter No. F.E-1316/13/2018-SeMT-Secy(IT)/3959-4088 dated 28.09.2018 received from Spl. Secy.(IT), Deptt. of Information Technology, GNCTD	Regarding release of Model RFP documents/guidelines 2018 for "Selection of Implementation Agencies for e-Governance Projects."	For information & appropriate action.

11/10/18  
T.O.



6.	Letter F.No. ERO/AC-36/2018/503 dated 03.10.2018 received from SDM(Vasant Vihar)/ERO, AC-36, Bijwasan	Accessible and inclusive Election for persons with disabilities – Constitution of state-level, District-level and Assembly Constituency-level committees AC-36.	For information & appropriate action.
7.	D.O. No. J-11017/16/2017-JR dated 26.09.2018 received from Joint Secretary, Ministry of Law & Justice, GOI	Online monitoring system for completed and under construction projects under the Centrally Sponsored scheme for Development of Infrastructure facilities for Judiciary (CSS) through 'Nyaya Vikas', web portal and mobile app for geo-tagging of the projects..	For information & appropriate action.

Encl: As above.

Yours Sincerely

  
(L.R. MEENA)

Deputy Secretary (PWD/Admn)

No.F.10 (6)/PWD-I/Misc./2016/Vol.IV(a)  
Copy to:-

13724-25

Dated: 11/10/18

1. Dy. Secretary(Works), Public Works Department, GNCTD, Delhi Secretariat, New Delhi – 110002 with the request to further co-ordinate with E-in-C, PWD in regard to matter mentioned at S.No. 7 above.




(L.R. MEENA)

Deputy Secretary (PWD/Admn)

कार्यालय प्रमुख कार्यालय लोको को

कॉ. डेस्क-सी/सी/एडमिनिस्ट्रेशन/2018/6583(H) दि. 22/10/2018  
प्रतिनिधि- सूचना एवं मासिक कार्यालय हेतु प्रेषित  
① लोको को सी ईन-पार्ट 1

  
सहायक प्रशासनिक अधिकारी  
कार्यालय प्रमुख अभियंता  
लो० नि० वि०, दिल्ली सरकार  
12वां तल, पुलिस मुख्यालय,  
17/आई दिल्ली-110002



24/09/18  
24/09/18

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
(ADMINISTRATION BRANCH)

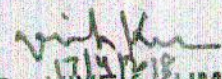
2<sup>nd</sup> LEVEL, 'A' WING, DELHI SECT., I.P. ESTATE, NEW DELHI-110002

CIRCULAR

Sub: Admission to the 13<sup>th</sup> batch (2018-19) of one year (Part-Time) Post Graduate Diploma course in Disaster Preparedness and Rehabilitation, affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi

Please find enclosed herewith copy of circular dated 07.08.2018 of the Joint Secretary, Indian Red Cross Society, Delhi, on the subject cited above. The IRCS is conducting One Year (Part Time) Post Graduate Diploma Course in Disaster Preparedness and Rehabilitation, which is affiliated to Guru Gobind Singh Indraprastha University. It has been requested to nominate and sponsor candidates for the above programme.

It is requested that the circular of IRCS may be circulated within your department. The names of suitable and willing officers/officials, alongwith duly completed application form, may be sent directly to Indian Red Cross Society, for further action.

  
(Dr. VIVEK KUMAR)  
DY. SECRETARY (GAD)

Dy. Secy. (Admn.) – Finance/Home/PWD/Services/Language  
U.O. No.18/71/2015/Misc./GAD/Admn./ 3451-56

Dated :- 18/09/18

Encl.: as above.

SO (Admn.)  
24-9-18  
SL  
24/9/18



THROUGH HUMANITY TO PEACE

# Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

Telefax : 91-11-23717454  
Phones : (PBX Lines) 23716441, 42, 43  
Website: www.indianredcross.org  
Email : ircs@indianredcross.org

Headquarters :  
1, RED CROSS ROAD  
NEW DELHI - 110 001

No.A-33018/PGDP&R/2018-19

7 Aug 2018

## CIRCULAR

Sub: Admission to the 13<sup>th</sup> batch (2018-19) of one year (Part-time) Post Graduate Diploma course in Disaster Preparedness and Rehabilitation, affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi.

### A. Introduction:

Indian Red Cross Society (IRCS) was established by the Parliament under the Indian Red Cross Society Act XV of 1920. As per the mandate, IRCS is an auxiliary to the State and to the Armed Forces Medical Services in their humanitarian pursuits.

2. The Indian Red Cross Society (IRCS) is the leading statutory humanitarian organization in the country having a network of 35 State/Union Territories Branches with their more than 700 district/sub-district/Tehsil branches across India.

3. IRCS is engaged in Disaster Relief, Response & preparedness, Community Services, Training, Blood services, Health sector and care of community.

4. The Hon'ble President of India is the President of the Society and the Hon'ble Union Minister for Health & Family Welfare is its Chairman. In the states, the Hon'ble Governor is the President and in the District, the Deputy Commissioner/District Magistrate is the President of the district branch of the Red Cross.

### B. Regarding the Course:

The IRCS is conducting a One Year (Part Time) Post Graduate Diploma Course in Disaster Preparedness and Rehabilitation since 15th Sept 2006. This course is affiliated to the GGSIP University, Delhi.

2. The objective of the course is to develop a cadre of experts in the departments which they serve, who would in times of need, respond to disasters efficiently and effectively. This course further aimed to strengthen capacity of the officials working in the various departments. The IRCS gives preference to sponsored candidates from the Government, International Organizations, Partner National Societies (PNSs), Local bodies, etc. So far, IRCS 352 persons have been trained in the last 12 batches. The majority of them were nominated.

...2

DAIRY No. 5238... DATE 04/09/18  
GAD (ADMINISTRATION)



30/1/0

Indian Red Cross Society



## Application Form

1. a. Name in Full (in Block letters) : \_\_\_\_\_  
*(As in 10th exam certificate)* (in English)
- b. Name in Full (in Hindi) : \_\_\_\_\_
2. a. Father's Name (in English) : \_\_\_\_\_
- b. Father's Name (in Hindi) : \_\_\_\_\_
3. a. Mother's Name (in English) : \_\_\_\_\_
- b. Mother's Name (in Hindi) : \_\_\_\_\_
4. Nationality (Foreign Nationals should give their Passport Details) : \_\_\_\_\_

Recent  
Photograph  
of the  
Candidate

Passport No.	Place/Date of Issue	Date of Expiry

5. Date & Place of Birth : \_\_\_\_\_
6. Address for Correspondence : \_\_\_\_\_

	Official	Residential
House No. & Name of the Institution		
Street / Place		
District		
State		
Country		
PIN		
Fax:	Ph.(O) Ph.(R) Mobile	E-mail:

7. Sex : ☐ Male ☐ Female

8. Visible Mark of Identification :



F.(24)/FIN.(ESTT.-III)/07CPC/2016/ *ds V/1835*  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (Estb.-III) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002.  
(CD:- 012400830)

Dated: *17/9/18*

*✓*  
Dy. Secy. PWD/2018/24460  
19/09/2018

**ENDORSEMENT**

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D.(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. *Sy.* Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any organisation/deptt.)

*SS(PWD)*

*AK 26/9*

*Manoj Kumar*  
*17/9/18*  
(MANOJ KUMAR)

DY. SECRETARY-V (FINANCE)

**List of paper forwarded**

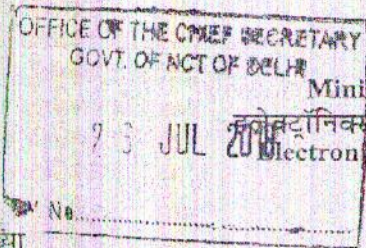
S.No.	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1.	Department of Expenditure, Ministry of Finance, GOI	O.M. No. 1/2/2018-E-II(B) dated: 07.09.18	Grant of Dearness Allowance to Central Government employees – Revised Rates effective from 01.07.2018

*DL*  
*27/9*

*DS(A)*  
*SO (Admin)*  
*27-9-18*

*SL*  
*28/9*  
*Ms. Anny*





भारत सरकार  
Government of India

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
Ministry of Electronics & Information Technology

इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003  
Electronics Niketan, 6, C G O Complex, New Delhi-110003  
Website: www.meity.gov.in

संख्या

No.

DO No. 2(35)/2010-EG-II (Vol-IV)

25 JUL 2018 दिनांक

Date

20.07.2018

Dy. No. GAD/2018/35/05

Subject: Model RFP Documents for Selection of Implementation Agencies, 2018

Dear Sir/Madam,

MeitY had published Model RFP documents in May 2017, to help Government organisations in preparation of request for proposals (RFPs) for successful implementation of e-Governance projects. Model RFP documents consists of 3 sets of documents covering 3 categories of procurements i.e. Consulting services, Implementing services and Public private partnerships (PPP) commonly needed in most of the e-Governance projects.

2. Off late, MeitY has received few suggestions on "Model RFP Documents for Implementation Agencies" from various stakeholders. Their suggestions have been examined and after detailed deliberations with domain experts, various departments, industry, etc., the aforesaid document has been revised. The document consists of Guidance Notes, Model RFPs Template and Sample Contract Agreement. Adoption of this document in government IT procurements would facilitate faster and efficient implementation of eGovernance projects.

3. This document is advisory in nature and aim to sensitize the bid management teams on good practices and harmonize/standardize the RFP clauses and terms & conditions. This document however does not substitute or overrule any approvals currently required by the concerned Department/State Government/ Purchaser for finalization of the RFP.

4. The revised document "Model RFP Documents for Implementation Agencies, 2018" along with list of modifications is available on MeitY's website (<http://meity.gov.in/model-rfp-template-and-guidance-notes-e-gov-projects>).

With Regards

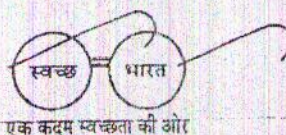
Yours Sincerely,

*Archana Dureja*

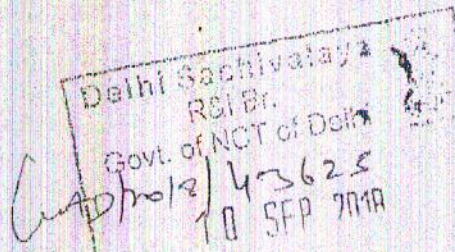
Archana Dureja,  
Scientist 'G'

To:

1. All Secretaries, Government of India
2. Chief Secretaries of all States/UTs
3. IT Secretaries of all States/UTs







No. 1/2/2018-E-II (B)  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*\*

North Block, New Delhi  
Dated the 7<sup>th</sup> September, 2018.

OFFICE MEMORANDUM

**Subject:** Grant of Dearness Allowance to Central Government employees - Revised Rates effective from 1.7.2018.

The undersigned is directed to refer to this Ministry's Office Memorandum No. 1/1/2018-E-II (B) dated 15<sup>th</sup> March, 2018 on the subject mentioned above and to say that the President is pleased to decide that the Dearness Allowance payable to Central Government employees shall be enhanced from the existing rate of 7% to 9% of the basic pay with effect from 1<sup>st</sup> July, 2018.

2. The term 'basic pay' in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix as per 7<sup>th</sup> CPC recommendations accepted by the Government, but does not include any other type of pay like special pay, etc.
3. The Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of FR 9(21).
4. The payment on account of Dearness Allowance involving fractions of 50 paise and above may be rounded to the next higher rupee and the fractions of less than 50 paise may be ignored.
5. These orders shall also apply to the civilian employees paid from the Defence Services Estimates and the expenditure will be chargeable to the relevant head of the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
6. In so far as the employees working in the Indian Audit and Accounts Department are concerned, these orders are issued with the concurrence of the Comptroller and Auditor General of India.

(Nirmala Dev)

Deputy Secretary to the Government of India

To  
All Ministries/Departments of the Government of India (as per standard distribution list).

Copy to: C&AG, UPSC, etc. as per standard endorsement list.

13/9  
Sey (f)

DS (w)

2  
12/9

20/9/18

20/9

20/9





DEPARTMENT OF DELHI ARCHIVES  
GOVERNMENT OF NCT OF DELHI  
18-A, SATSANG VIHAR MARG,  
SPL. INSTITUTIONAL AREA, NEW DELHI-110057  
E-mail- [delhiarchives@nic.in](mailto:delhiarchives@nic.in)  
PHONE NO. : +91 6535611, 26961300

F. No. DA-EO.1(18)/2/2018-Records / 524-526

To

Date: 27.9.18

- ✓ All Principal Secretaries/ Secretaries/ HOD's  
Department/ Autonomous Bodies/ Undertaking's,  
Govt. of NCT of Delhi  
New Delhi

RECORDED  
PwD/2018/24678  
Date 24/09/2018

Subject:- Nomination of Departmental Record Officer

This is to draw your kind attention to the Sub-section (1) of Section 3 of Public Records Act, 1957 (Copy enclosed), to be read with Rule 3 of Public Records rules, 1957, which specifies that the Records Creating Agency shall nominate one of its officer as Record Officer to discharge functions outlined under the various sections of the Act and nominated officer should not below the rank or grade of a Section Officer. A copy of such office order shall forwarded to the Director of Archives.

You are, therefore, requested to nominate Record Officer of your Department and provide details in the following manner on priority basis:

1. Name of Record Officer
2. Designation
3. Date of Nomination
4. Complete Address
  - a. Postal Address
  - b. Phone No.
  - c. Fax No.
  - d. E/mail ID

Necessary instructions may also be issued to all attached and subordinate offices, autonomous bodies, public sector undertaking etc. functioning under administrative control of your Department to nominate one of their officers as Record Officer and send their details (as mentioned above) to this department.

Yours faithfully

Enclosed: AS ABOVE

SS (PwD)  
M. N. Khan  
27/9

(Shashi Karishal)  
Director of Archives

Copy to:-

1. Sh. M.N.Khan, Under Secretary, Ministry of Home Affairs, Govt. of India
2. Sh. Syed Farid Ahmad, Assistant Director of Archives, National Archives of India, Govt. of India

27/9

DS (A)

27.9.18

Secy (Admin)

Ms. Arun  
28/9/18



records may be periodical evaluation of recorded files on the expiry of the period of retention for determining their further retention or destruction, as the case may be;

(n) "Section" means the section of the Act;

(o) "Standing guard file" means a compilation of papers on a particular subject-matter consisting of copies of police decision order, instructions or any another matter incidental thereto arranged in a chronological order;

(p) Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

3. Nomination of records officer.—(1) The records creating agency shall, by an office order issued in pursuance of the provision of sub-section (1) of section 5, nominate one of its officers, not below the rank of a grade of a Section Officer, to be the records officer of the agency.

4. Maintenance of standing guard file.—The records officer shall be responsible for maintaining and keeping a standing guard file and proper record of the directions issued by the Director General or head of the Archives, as the case may be, in pursuance of the provision of sub-section (2) of section 5 and shall produce the same for inspection as and when required by the Director General or head of the Archives, as the case may be.

5. Acceptance of public records of permanent nature.—(1) The Director General or head of the Archives, as the case may be, shall accept for deposit and preservation public records of permanent nature which have been retained after recording by the records creating agency in its records room for the last twenty five years or more.

(2) Records officer shall intimate to the Director General or head of the Archives, as the case may be, each year before 31st day of January, in Form-1, the particulars of all public records of permanent nature which are due for appraisal during the year.

(3) On receipt of an intimation under sub-rule (2), the Director General or head of the Archives, as the case may be, through his officers shall assist the records officer in conducting the appraisal of public records. When the appraisal is over, the records officer shall prepare in triplicate, a transfer list in Form-2 of all public records and deposit the same for preservation with the Director General or head of the Archives, as the case may be who shall after his satisfaction, return one copy of the transfer

list to the records officer as a receipt of the public records.

(4) If the records officer after appraisal deems it necessary to retain any record or file of permanent nature beyond the period of twenty five years, he may do so for reasons to be recorded in writing and under intimation to the Director General or head of the Archives, as the case may be.

6. Withdrawal of public records.—(1) If public records deposited and preserved with the Director General or head of the Archives, as the case may be, is required by the records creating agency for any official purpose, then the records officer shall send a duly signed and stamped requisition slip in Form-3 to the Director General or head of the Archives as the case may be.

(2) The public records requisitioned under sub-rule (1) may be returned as soon as the purpose is achieved but shall not be retained beyond the period of six months by the records officer or the records creating agency.

7. Down-grading of classified records.—(1) The records creating agency shall by an office order authorise an officer not below the rank of the Under Secretary to the Government of India to evaluate and downgrade the classified records being maintained by it. A copy of such office order shall be forwarded to the Director General or head of the Archives as the case may be.

(2) The officer so authorised under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of down-grading.

(3) After down-grading if the officer declares any record as of permanent nature, the same shall be deposited and preserved with the Director General or head of the Archives, as the case may be, after its appraisal.

(4) The records deposited under this rule can be requisitioned for any official purpose and returned to the Director General or head of the Archives, as the case may be, in the manner provided under rule 6.

(5) Every year in the last week of June and December, a half-yearly statement in Form-4 shall be furnished by the officer authorised under sub-rule (1) to the Director General or head of the Archives as the case may be, on the action taken for evaluation and downgrading the classified records.

8. Submission of Annual Report.—(1) The records officer nominated under rule 3 shall furnish to the Director General or head of the Archives, as the case may be, an Annual Report in Form-5 every year in the month of March of the following year.



GOVERNMENT OF N.C.T. OF DELHI  
(GENERAL ADMINISTRATION DEPARTMENT)  
CARETAKING BRANCH, 2<sup>ND</sup> LEVEL, A-WING  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

PWD/2018/25242  
01/10/2018

No.F.2/559/2018/CT-III/GAD/9150

Dated: 28/9/18

CIRCULAR


This has reference to Office Order No.F.2/559/2018/CT-III/GAD/8954 dated.24.08.2018 and No.F.2/559/2018/CT-III/GAD/9023 dated.10.09.2018 issued by GAD regarding installation of GPS devices in Government / Government hired vehicles to stop their misuse

I am to inform that the said instructions are exhaustive and self explanatory. However, some departments have written to GAD seeking further clarifications. Hence, for general guidance in this regard, following may be followed.

1. Purchase of GPS devices from OEM's (Original Equipment Manufacturers).
2. The GPS device with embedded SIM card (to avoid tempering) and battery backup of 6 hours.
3. The GPS devices may have three (03) years commitment for on-site maintenance and support.
4. Appropriate software to link log book generation with data storage for about 6 months.
5. The vendor should have backend system (hardware, Map Engine, Tracking/ MIS software) including customization for log book generation.
6. The department should provide Login & Password to each officer using the vehicle and overall control with caretaking incharge of the said department for all vehicles.
7. The vendor shall share data & log-book generation with respective department only.

SS (PWD)

All the departments/corporations/boards/government agencies shall ensure installation of the devices at their own level. The monitoring of the GPS data will be done by the concerned department. Log Book generation prominently as per the instruction laid down in the Staff Car Rules.

  
(J.P. Agrawal)  
Spl. Secy. (GAD)

No.F.2/559/2018/CT-III/GAD/9150

Dated: 28/9/18

Copy forwarded for information and necessary action to:-

1. Principal Secretary to Lt. Governor, Delhi.
2. Secretary to Speaker, Delhi Vidhan Sabha, Delhi.
3. Secretary to Dy.Chief Minister, Govt. of NCT of Delhi.
4. Secretaries to all Ministers, Govt. of NCT of Delhi.
5. All Addl. Chief Secretaries/ Pr.Secretaries / Secretaries/ HOD's, Govt. of NCT of Delhi.
6. OSD to Chief Secretary, Govt. of NCT of Delhi.
7. All HODs / Local Bodies / Public Undertakings/Autonomous Bodies/Universities/ Institutions/Commissions, Govt. of NCT of Delhi.
8. Secretary, Legislative Assembly Secretariat, Govt. of NCT of Delhi.


1) E-inc

2) DS(A) ✓

3/10/18

SO (A) ✓

SL  
4/10  
Ms. Anny

  
(J.P. Agrawal)  
Spl. Secy. (GAD)



Government of NCT of Delhi  
Department of Information Technology  
9<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi

F No. E-1316/13/2018-SeMT-SecyIIT)/3959-4088

Date: 28/09/2018

To:

All Principal Secretaries / Secretaries/ HoDs/  
Heads of Autonomous Bodies & Agencies, GNCTD

Dy. No. PWD/2018/25256  
Date 01/10/2018

Sub: Regarding release of Model RFP documents/guidelines 2018 for  
"Selection of Implementation Agencies for e-Governance  
Projects".

Sir/Madam,

Ministry of Information Technology (MeitY), GoI has recently released Model Request for Proposal (RFP) documents for the selection of Implementation Agencies (copy of letter dated 20.07.18 is enclosed).

These documents cover three categories of procurements i.e. Consulting Services, Implementing Services and Public Private Partnerships (PPP), commonly needed in most of our e-Governance projects. The revised documents consist of guidance notes, RFP templates and sample contract agreements. These are available on MeitY's website (<http://meity.gov.in/model-rfp-template-and-guidance-notes-e-gov-projects>).

These documents are advisory in nature and aim to sensitize the bid management teams on good practices, harmonize/standardize the RFP clauses and terms & conditions. These documents, however, do not substitute or overrule any approvals currently required by the concerned Department/ Purchaser for finalization of the RFP.

Departments may take appropriate view regarding adoption of these documents in eGovernance Projects.

SS (PWD)

*[Signature]*

Yours sincerely,

*[Signature]*

(Ajay Chagti)  
Special Secretary (IT)

Encl: As above.

Copy to:-

1. PS to Secretary (IT)
2. System Analyst (IT) for uploading circular on the website of DIT, GNCTD.

DS (A) 02/04.10.18

SO (Admin)

SL 4/10/18  
Ms. Arny





**OFFICE OF THE ELECTORAL REGISTRATION OFFICER**

**AC-36 (BIJWASAN), 6<sup>TH</sup> FLOOR, PALIKA BHAWAN, SECTOR-13 R.K.PURAM, NEW DELHI**

(Email-sdmvasantvihar1@gmail.com, aeroac36sw@gmail.com 011-25065622,25314951)

F.No. ERO/AC-36/2018/ 503

Dated:- 3/10/2018

To,

Sh. Vijay Kumar, Spl. Secretary,  
PWD Secretariat, 5th Level, B Wing, Delhi Secretariat,  
I.P. Estate, New Delhi 110 002.

**Sub: Accessible and inclusive Election for Persons with Disabilities-  
Constitution of State-level, District-level and Assembly Constituency-  
Level Committees AC 36-Reg.**

Sir,

Please refer to Election Commission of India's letter No. 464/PWD/2018-EPS dated 28<sup>th</sup> August 2018 and CEO, Delhi letter No.CEO/COE/102 (18)/2017/25167-2017 dated 18/09/2018, on the subject cited above (Copy attached); in this regard Election Commission of India has directed to constitute State level, District level and Assembly Constituency-level committees in all States and Union Territories, for the purpose of making more accessible and inclusive electoral process with regards to all persons with disabilities.

The Committee at Assembly Constituency No.36, Bijwasan level shall be constituted to represent key stakeholders, Electoral Registration Officer as Chairperson and one representative from Public Work Department, among other members.

In view of the above, you are therefore humbly requested to kindly forward the name of 01 officer/official who shall be appointed as a member in the committee, which shall be formed at Assembly Constituency level.

Encl:- As above

(ANKITA ANAND, IAS)  
SDM (VASANT VIHAR)/ERO, AC-36, BIJWASAN

F.No. ERO/AC-36/2018/ 503

Dated:- 3/10/2018

Copy to:

1. PA to DEO/DM, (Distt- South-West), Kapashera, New Delhi.
2. SDM (Election), (Distt- South-West), Kapashera, New Delhi.

(ANKITA ANAND, IAS)  
SDM (VASANT VIHAR)/ERO, AC-36, BIJWASAN

DS/AJ  
18/10/18  
SO(Admin)

MS. Arora  
9/10



# भारत निर्वाचन आयोग

## ELECTION COMMISSION OF INDIA

EPABX 011-23052246/268  
Fax 011-23052001  
Website: www.eci.nic.in

निर्वाचन सदन  
अशोक रोड नई दिल्ली-110001  
Nirvachan Sadan,  
Ashoka Road, New Delhi-110001

No 464/PWD/2018-EPS

Dated: 28<sup>th</sup> August, 2018

To

The Chief Electoral Officer of  
All the States and Union Territories.

Subject: Accessible and Inclusive Election for Persons with Disabilities -  
Constitution of State-level, District-level and Assembly Constituency-  
Level Committees - Regarding.

Sir / Madam,

As you are aware, the Commission has announced the 'Accessible Elections' as the central theme during National Voters' Day, 2018. In furtherance of the above, the Commission has directed to constitute State level, District level and assembly constituency-level committees in all States and Union Territories, for the purpose of accessible and inclusive electoral process with regard to all persons with disabilities.

- The State Steering Committee on Accessible Election (SSCAE) will be headed by the Chief Electoral Officer who will be the Chairperson of the Committee. The constitution and term of reference for the Committee is given in the annexure B.
- The District Monitoring Committee on Accessible Election (DMCAE) will be headed by District Collector who will be the Chairperson of the Committee. The constitution and term of reference of the Committee is given in annexure C.
- The Assembly Constituency Committee on Accessible Election (ACCAE) will be headed by Electoral Registration Officer who will be Chairperson of the Committee. The constitution and term of reference of the Committee is given in the annexure D.
- Performance indicator for the Committees will be developed by the Commission and sent to you. Action taken report in this regard may be sent to the Commission within two weeks from the date of receipt of the letter.

Yours faithfully,

(Sumit Mukherjee)  
Principal Secretary

5/9/18  
Encl.

Relates to EO (COE) as it has  
nothing to do with FR. Marked by  
Addl CEO to EO (COE)  
EO (COE) can start

9/5/18  
04/9/18  
15/6/18  
04/09/18

16/24/60/60  
5/9/18

18/9/18  
05/9/18

urgent

20/8/18

5/9

5/9/18

4/9

EO (COE)  
14/09/18  
Addl. CEO

It put up draft for  
committee meeting

4/9

4/9



## **State Steering Committee on Accessible Election (SSCAE) {incl in UT}**

### **Terms of Reference**

A State Steering Committee on Accessible Election shall be formed in the State/UT to make the entire electoral process accessible and inclusive for all persons with disabilities.

### **Scope of Work**

1. To ensure that Polling Station wise mapping of PwD electors is carried out in the State, and data is maintained and updated regularly.
2. To ensure that PwDs who are not enrolled are identified and facilitating their enrolment in the electoral roll.
3. To create an enabling barrier-free environment for efficient and effective electoral participation of Persons with Disabilities(PwDs) in the State/UT.
4. To ensure that action is taken on the various directions issued by the Commission regarding inclusion of PwDs in the electoral process.
5. To ensure that trainings for election functionaries include a component on sensitizing them on special needs of PwDs, and prepare a module on the same and share with the districts
6. Plan special camps for enrolment and sensitization of PwDs in the state.
7. Develop modules for capacity development of CSOs in consultation with Districts and share with the districts.
8. Assess recommendations of DMCAE on further steps to be taken to enhance the electoral participation of PwDs and appointment of State Icons from among PwDs.
9. Facilitate exchange of good practices among districts.
10. Recommend steps that can be further taken to enhance the electoral participation of PwDs to the Commission.
11. Give periodic reports to Commission.
12. Any other recommendation that the Committee may like to make.



### **Structure of SSCAE**

The Committee at State Level shall be constituted to represent key stakeholders:

- Chief Electoral Officer - Chairperson
- Members –
  - Nodal Officer of the State from Department of the Welfare of Persons with Disabilities.
  - Senior Official from Social Welfare Department.
  - Senior Official from Education Department
  - Representative from CPWD.
  - 2-3 representatives from the civil society organization/ disabled peoples organizations / persons with disabilities
- Other Committee members may be included at the discretion of the Commission.

### **Meetings**

Meetings will be convened once in two months, six months ahead of the completion of the term of Legislative Assembly/Lok Sabha. During rest of the period, SSCAE shall meet once in six months.

### **Non-Government Members**

Travelling and boarding/lodging facility may be provided to non-govt members or reimbursement of their expenses may be done as per existing norms.

### **Duration**

The Committee will remain in place for a period of two years or until such time as the Commission authorizes an alternative structure.

### **Amending the Terms of Reference**

The Terms of Reference may be revised by the Commission upon the recommendation of the National Advisory Committee, based on inputs from Steering Committee.



## **District Monitoring Committee on Accessible Election (DMCAE)**

### **Terms of Reference**

A District Monitoring Committee on Accessible Election shall be formed to monitor and evaluate the measures being taken in the district for accessible and inclusive election process for all persons with disabilities.

### **Scope of Work**

1. To ensure Polling Station wise mapping of PwD electors, including type of disability and maintenance of updated data on PwD electors.
2. To ensure that PwDs who are not enrolled are identified and facilitating their enrolment in the electoral roll.
3. To create an enabling barrier-free environment that includes accessible polling station and accessible voter awareness campaign.
4. To implement various directions issued by the Commission/CEO regarding efficient and effective participation of PwDs in the electoral process.
5. To include a component on sensitization on special needs of PwDs in all trainings in the District for election functionaries
6. Organise special camps for enrolment and sensitization of PwDs.
7. To create an enabling barrier-free environment that includes accessible registration, accessible polling station and accessible voter awareness campaign.
8. Ensure that updated data is available and shared with the CEO's office.
9. Plan workshops for capacity development of CSOs based on inputs given by the ACCAE.
10. Assess recommendations of ACCAE on further steps to be taken to enhance the electoral participation of PwDs and appointment of District Icons from among PwDs.
11. Recommend steps that can be further taken to enhance the electoral participation of PwDs to the SSCAE.
12. Give periodic reports of the Committee to the CEO.
13. Any other recommendation that the Committee may like to make.



## **Structure of DMCAE**

The Committee at District Level shall be constituted to represent key stakeholders:

- District Election Officer- Chair
- Members
  - District Disability Welfare Officer
  - District Welfare Officer.
  - District Education Officer.
  - One member from district advisory committee under Right of persons with Disabilities Act, 2016.
  - 2-3 representative from civil society/ disabled people organizations / persons with disabilities representatives
  - One representative from CPWD/Municipal Corporation / Public Works Deptt.
- Other Committee members may be included at the discretion of the Commission / CEO.

## **Meetings**

Meetings will be convened once a month, six months ahead of the completion of the term of Legislative Assembly/Lok Sabha. During rest of period, DMCAE shall meet once every quarter.

## **Non-Government Members**

Travelling and boarding/lodging facility may be provided to non-govt members or reimbursement of their expenses may be done as per existing norms.

## **Duration**

The Committee will remain in place for a period of two years or until such time as the Commission authorizes an alternative structure.

## **Amending the Terms of Reference**

The Terms of Reference may be revised by the Commission upon the recommendation of the National Advisory Committee.



## **AC Committee on Accessible Election (ACCAE)**

### **Terms of Reference**

A Committee on Accessible Election shall be formed at the Assembly Constituency level to ensure that prescribed measures are taken up for ensuring accessible and inclusive election process for all persons with disabilities and give its report to the District Committee.

### **Scope of Work**

1. Polling Station wise mapping of PwD electors, including type of disability and maintain and update data on PwD electors.
2. Identification of PwDs who are not enrolled and enabling and facilitating their enrolment in the electoral roll.
3. To create an enabling barrier-free environment that includes accessible registration, accessible polling station and accessible voter awareness campaign.
4. To implement various directions issued by the Commission/CEO/DEO regarding facilitation measures for PwDs in the AC.
5. To include a component on sensitization on special needs of PwDs in all trainings held at the level of AC for BLOs and other election functionaries.
6. Hold special camps organized for enrolment and sensitization of PwDs in the AC.
7. Suggest on the capacity development needs for CSOs who are actively involved in AC on the welfare of PwDs.
8. Recommend steps that can be further taken to enhance the electoral participation of PwDs.
9. Recommend names for appointment of District Icons from among PwDs in the AC.
10. Give periodic reports of the Committee to the DEO.
11. Any other recommendation that the Committee may like to make.



### **Structure of ACCAE**

The Committee at AC Level shall be constituted to represent key stakeholders:

- Electoral Registration Officer (ERO) - Chair
- Members
  - Disability Welfare Officer in the area.
  - Welfare Officer in the area.
  - Education Officer in the area.
  - One representative each from civil society/ disabled people organizations / persons with disabilities representatives (to be co-opted)
  - One representative from CPWD/Municipal Corporation/ Public Works Deptt.
- Other Committee members may be included at the discretion of the ERO.

### **Meetings**

Meetings will be convened once a month, six months ahead of the completion of the term of Legislative Assembly/Lok Sabha. During rest of period, ACCAE shall meet once every quarter.

### **Non-Government Members**

Travelling and boarding/lodging facility may be provided to non-govt members or reimbursement of their expenses may be done as per existing norms.

### **Duration**

The Committee will remain in place for a period of two years or until such time as the Commission authorizes an alternative structure.

### **Amending the Terms of Reference**

The Terms of Reference may be revised by the Commission upon the recommendation of the National Advisory Committee.



**OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**  
**OLD ST. STEPHEN'S COLLEGE BUILDING,**  
**KASHMERE GATE, DELHI-110006**

No. CEO/COE/102(18)/2017/25767-207

Dated 18-9-18

To,

The District Election Officer (North West), Office of the DC (NW), Kirti Nagar, Delhi.	The District Election Officer (South), Office of the DC, Commissioner, BDO's Office, MID Road, Saket, New Delhi.
The District Election Officer (North East), DSIDC Complex, Nand Nagar, Delhi.	The District Election Officer (Central), Old Employment Exchange Building, 14, Darva Gali, New Delhi-110001.
The District Election Officer (South West), Old Terminal Tax Building, Kapashera, Delhi-110037.	The District Election Officer (East), ECI Departmental Complex, Block 1, M Bandh, Shastri Nagar, Delhi.
The District Election Officer (West), Old Middle School Building Complex, Rampura, Delhi.	The District Election Officer (New Delhi), 124, Jan Nagar House, Shahjahan Road, New Delhi.
The District Election Officer (North), Office of the District Magistrate (North), Near Shardhanand College, G1 Karnal Road, Ajigar, New Delhi-110019.	The District Election Officer (Shahdara), O/o The DC & DC (Shahdara), DSIDC Complex, Nand Nagar, Delhi.
The District Election Officer (South East), O/o The DC & DC (South East), Old Gargi College, Lajpata Nagar, IV, New Delhi-110024.	

Subj: Accessible and inclusive Election for Persons with Disabilities-Constitution of State-level, District-level and Assembly Constituency -Level Committees-Reg.

Madam/Sir,

I am directed to forward herewith a copy of ECI letter no. 464/PWD/2018-EPS dated 28-08-2018 alongwith its enclosures received from Sh. Sumit Mukherjee, Principal Secretary, Election Commission of India on the subject mentioned above.

You are requested to take necessary action for constitution of District Monitoring Committee on Accessible Election (DMCAE) and Assembly Constituency Committee on Accessible Election (ACCAE) as per the guidelines of Election Commission of India and send an Action Taken Report in this regard within 10 days of receipt of this letter.

*Ans  
17/9/18*

*Encl. As above  
Pls constitute &  
and forward to EROs  
for the instructions at page 6 &  
be seen while constituting the committee.  
Pls put up accordingly as ATR is  
to be sent*

Copy to:

Yours faithfully,

(CHARANJIT SINGH)  
Election Officer (COE)

1. The Principal Secretary, ECI, Nirvachan Sadan, Ashoka Road, New Delhi w.r.t. Letter No. 464/PWD/2018-EPS dated 28<sup>th</sup> August, 2018
2. PA to CEO
3. PA to Addl. CEO/PA to Dy. CEO.
4. SDMs (Election) of all the 11 Districts in NCT of Delhi.
5. All Election Officers at CEO office.

*1430  
SDM (N) & V  
Dated 29/9/18*

*O/C*



G. R. RAGHAVENDER  
JOINT SECRETARY  
TELEPHONE NO. 23072142

Reminder-III

D.O. No: J-11017/16/2017-JR

Dear Sir,

This is regarding online monitoring system launched on 11<sup>th</sup> June, 2018 for the completed and under construction projects under the Centrally Sponsored Scheme for Development of Infrastructure Facilities for Judiciary (CSS) through 'Nyaya Vikas' web portal and mobile app for geo-tagging of the projects.

Please refer to my D.O. letter of even No. dated 22<sup>nd</sup> June, 2018 requesting you to nominate Nodal Officer at State level and Surveyors & Moderators for each project, organize training workshops for Nodal Officer, Surveyors and Moderators and start using the web portal by entering data/information relating to ongoing and completed projects and uploading latest progress of the projects through mobile app. The requisite Users login ID and Passwords for the Nodal Officer, Surveyors and Moderators have also been shared. This was followed by reminders dated 23<sup>rd</sup> July, 2018 and 28<sup>th</sup> August, 2018 requesting to let us know the steps taken and to share the names and contact details of the Nodal Officer, Surveyors and Moderators, and also to ensure that the training workshops are organized and data entry is completed at the earliest. Two sets of User Manual and Brochure are enclosed.

It is more than three months after the launch of the online monitoring system, but the progress has not been very encouraging. To States (Jharkhand, Sikkim, Manipur, Meghalaya, Mizoram, Telangana, Uttar Pradesh, Tripura, Gujarat, Jammu & Kashmir, Nagaland, Delhi, Haryana, Andhra Pradesh, Karnataka and Lakshadweep) have appointed/nominated Nodal Officers, Moderators/Approvers and Surveyors, in addition to 5 States (Bihar, Kerala, Madhya Pradesh, Maharashtra and Rajasthan) covered under pilot testing. After training of Master Trainers in New Delhi, 7 States (Jharkhand, Sikkim, Meghalaya, Gujarat, Delhi, Haryana and Karnataka), in addition to pilot States, have reported about training imparted to rest of the staff in their State. Just 8 States (Jharkhand, Manipur, Meghalaya, Mizoram, Uttar Pradesh, Gujarat, Nagaland and Delhi), other than pilot States, have started entering project details on the web portal. Similarly in addition to 5 pilot States, only 5 other States (Jharkhand, Uttar Pradesh, Gujarat, Nagaland and Delhi) have geo-tagged the projects through mobile app. However, none of the States have entered the entire data of completed and under construction projects.

It is, therefore, requested that immediate action may please be taken for completing the data entry and geo tagging of under construction projects. Please note that the defaulting States may become ineligible for receiving funds in future under the Centrally Sponsored Scheme (CSS) for Development of Infrastructure Facilities for the Judiciary. Please contact Sh. C.K. Reejonia, Deputy Secretary (Ph- 23072146, M-9871078524, email- ckreejonia@nic.in) for any assistance.

With regards,

JOINT SECRETARIAT  
CENTRAL SECRETARIAT

Yours sincerely,

PWP/2018/25338  
Dy. No. 01/10/2018

(G. R. Raghavender)

Shri Anoop Kumar Mendiratta,  
Principal Secretary (Law),  
Government of NCT of Delhi,  
New Delhi

Copy to:

1. The Registrar General, High Court of Delhi, New Delhi  
2. Secretary Chief Engineer, Public Works Department, Government of NCT of Delhi, New Delhi

DSCA (Amn) P

An efficient, speedy and judicial system that delivers quick and quality justice  
For further, the confidence of the people in the courts.