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

F. No. F-3(2)/2006/IT/1011-35  
21/07/963

Date: 26/2/7

CIRCULAR

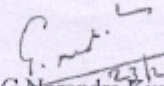
**Sub :- Submission of Requisite Details along with Proposal for clearance from Information Technology Department.**

1. It has been observed that while submitting the proposal for computerization, many departments are not providing the complete details of the projects, existing hardware etc, which delays the technical evaluation, as files have to be sent back with queries.

Keeping in view the above position, the Information Technology Department experiences difficulties in granting technical clearance for e-Governance related proposals submitted by various departments. It is therefore requested that the following details may be submitted by the departments alongwith proposals for technical clearance from Information Technology department.

- I. Number of existing machines/printers (with complete configuration and year of purchase) and their deployment.
- II. Details of existing packaged software and application software along with name of developer.
- III. Nature of job carried out on existing machines and proposed work to be carried out on the proposed hardware.
- IV. Number of Servers/PC's and Printers required and contained in the proposal along with their distribution and nature of job to be performed on them.
- V. Details of system study, if conducted on which proposal is based.
- VI. Whether LAN exists or not? If yes number of LAN points with diagram.
- VII. In case of requirement of the technical manpower on contract, then the work to be carried out by the proposed manpower.
- VIII. In case of the extension of the contract of the technical manpower, work done by the proposed manpower and work to be carried out by the manpower.

2. It has also been observed that some departments send new proposals in new files without annexing old files where examination was done by IT department in the past. Department are requested to annex relevant old files along with new proposals for early clearance of their proposals.

  
(Dr. G. Narendra Kumar)  
Secretary (IT)

To,

1. All Pr. Secretaries / Secretaries / Head of Departments
2. All Heads of Local Bodies
3. All Secretaries to Ministers
4. OSD to Chief Secretary
5. Secretary to L.G
6. All Dy. Commissioners

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F.No. F. 3(3)/2006/IT/2061 - 7  
DELHI SECRETARIAT  
Govt. of NCT of Delhi

Date: 30/4/07

**CIRCULAR**

**Sub :- Technical Approval for the Procurement of Hardware / Software and hiring of technical manpower on contract basis**

1. Vide circular of Department of Information Technology dt 26/2/2007 (copy enclosed), it was requested to the departments to submit the proposal with the details for proper examination of the facts by the Technical Evaluation Committee of the IT Department. It is seen that most of the departments are not submitting their proposal for procurement of hardware and software, and hiring of the manpower as per circular of Department of Information Technology dt 26/02/2007. It is requested that the proposal may be submitted as per the above said circular.
2. Further, Technical Evaluation Committee of Department of Information Technology has also desired that Head of Offices may kindly be present in the meeting of Technical Evaluation Committee for better understanding of facts and requirement of the concerned department.

*Rajendra*  
(Rajendra Kumar)  
Secretary (IT)

To,

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2. All Heads of Local Bodies
3. All Secretaries to Ministers
4. OSD to Chief Secretary