# GOVT. OF NCT OF DELHI OFFICE OF THE CHIEF ENGINEER IRRIGATION & FLOOD CONTROL DEPARTMENT 4TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006 PHONE NO. 011-23862901

No. F.4 (2)/06-Estt./2013/Gen.Circular/CE(1&FC)/ 12015-26

Dated: 09/07/2014

#### CIRCULARS

Copy of the under mentioned papers (circular/Notification) is forwarded for information and necessary action to the following:-

- 1. All the SEs with the request to forward the same to All EEs under their control I&FC Department, Govt. of NCT of Delhi.
- 2. All the Branch In-charge O/o CE (I&FC), I&FC Department, Govt. of NCT of Delhi.

Nodal Officer (IT)/SE (FC-III), I&FC Department,
 With the request to upload the same on the official website of this Department.

(VIJAY KUMAR)
OFFICE SUPERINTENDENT (I&FC)

Sl.No. Letter/Circular/Endo Received from rement No. and date

1. F.NO.F6/319/2014/IT Ajay Chagti e-Gov Security Policy for e-J. Additional Secretary Governance.

51.110.	1 1 1 4	3 100		
1.	F.NO.F6/319/2014/IT /5232-5406 dated 1.7.2014	Ajay Chagti Additional Secretary (IT)	e-Gov Security Policy for e- Governance.	
2.	File No.f.13/04/2013/AR/ 9968-10127/C dated 30.6.2014	Amitabh Joshi Dy. Director (AR)/HOO	Regarding compliance of provisions of Manual of Office Precedure.	
3.	No.F.10(29)/PWD- 1/2014/Pt.file/5932 dated 24.6.2014	Sandeep Gulati Dy. Secretary II (PWD)	Booking of Delhi Govt. flats, parks community centre is being done through PWD Delhi.	
4.	File No. F.13/2/2014/AR/104 68-10626/C dated 3.7.2014	Amitabh Joshi Dy. Director (AR)	Training in RTI Act, 2005	
5.	No.F.15/09/2014/AR/ 10633-10792/C dated 3.7.2014	Pankaj Joshi Dy. Director (AR)	Manual of Office Procedure Test- 2014, to be held in August, 2014- Extension of last date of submission of Application Forms thereon.	

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

5232-5406

F No: F3/319/20/4/IT/

1-1-16

Dated, 27/06/20 -

#### CIRCULAR

Sub: a-Gov Security Policy for e-Governance

Please find enclosed an e-Gov Security Policy for e-Governance sent by DeitY, Gol dated 10.06.2014 vide D.O. No 10(4)/2011-EG-II (partille).

The draft policy document defines the minimum security requirements for creating a secure cyber ecosystem for e-Governance service delivery. The policy has been derived from National Cyber Security Policy (NCSP: 2013) and is aligned to International Standards for ISMS, i.e. ISO 27001:2013. This policy would be applicable to all Departments / Ministries of central and state Governments involved in electronic service delivery.

The policy documents are available on at the link <a href="http://admin.delhi.gov.in">http://admin.delhi.gov.in</a>. This link is accessible over Delhi State Wide Area Network. It is requested to provide your suggestions / comments to Smt. Archana Dureja, Director, DeitY(Phone: 011-24362528, email: archana@mit.gov.in).

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DV. No.

Office of the Chief Engineer(18

OIAOPAP&DISSWIFA

(Ajay Chagti)
Additional Secretary (IT)

Dated: 27/06/2014

Copy for necessary action to:

- 1. All Pr. Secretaries/ Secretaries/HODs, GNCTD
- 2. Head of all Autonomous Eodies
- 3. All IT Cadre Officers

F:No: F6/319/2014/IT

4. SIO - NIC

Copy for information:

- 1. Pr. Secretary to Hon'ble LG, Delhi
- 2. OSD to Chief Secretary, Delhi-
- 3. Programmer (iT) for uploading on departmental website.

Your 30 x

Rajiv Gauba

Additional Secretary

Email: asegov@mit.gov.in Phone: +91-11-24363114

Fax 7: +91-11-24363119

दूरभाष/Tele:

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GOVERNMENT OF INDIA संचार और सूचना प्रौद्योगिकी मंत्राल MINISTRY OF COMMUNICATIONS AS

इलेक्ट्रॉनिकी और सूचित प्राद्योगिकी विभाग DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY

इलेक्ट्रॉनिवस निकेतन/ELECTRONICS NIKE IA ७,सी.जी.ओ. कॉम्पलेक्स / ६,८.९.०. COMPLEX गई दिल्ली /New Delhi-110003

Website: www.deiiy.gov.in

दिनाक/Dated 10 June, 2014

Sub: e-Gov Security Policy for e- Governance.

Ded Sir/ Mosom

ANTO

As you are aware, e-Governance applications are primarily hosted in public domain and run on networks which make them vulnerable to cyber attacks. With the thrust being given to electronic delivery of government services, securing e-governance services assumes high importance.

In view of the above; an e-Gov security policy has been drafted by Deity. This draft policy document defines the minimum security requirements for creating a cocure cyber ecosystem for e-Governance service delivery. The policy has been derived from National Cyber Security Policy (NCSP: 2013) and is aligned to International standard for ISMS i.e. ISO 27001:2013. It would be applicable to all Departments / Ministries of central and state Governments involved in electronic service delivery.

The above policy document is being circulated for wider consultation. I would request you to kindly provide your suggestions / comments to Smt. Archana Dureja, Director, DeitY (Phone: 011-24362528, email: archana@mit.gov.in) by 30<sup>th</sup> June 2014.

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Yours sincerely,

(Rajiv Gauba)

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16/6/14

Near Make To Mile

All State IT Secretaries & MMP Leaders

N.K.

Riscusses Comments to be envited

cal (SEMT)



·राष्ट्रीय इ-मवर्नेस योजना National e-Governance Plan

Public services closer home

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI ADMINISTRATIVE REFORMS DEPARTMENT 7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI – 110 002 Fax-23392621; email-arupdate@nic.in

Josh (

File No. F.13/04/2013/AR 9968-10127/C

Dated: 30 | 06/14

### CIRCULAR

Subject:- Regarding compliance of provisions of Manual of Office Procedure.

The departments are aware that provisions under Manual of Office Procedure require officers to mention their office phone numbers, fax number and e-mail address in the correspondence. This is for convenience of quick and effective contact by the recipients in case of requirement of clarifications. This provision is, thus, helpful in quick disposal of work. Further, these provisions have been brought to the notice of the departments time and again through circulars, latest being circular No. F.17/1/2013/AR/3815-3974/C dated 05.04.2013 (copy enclosed).

However, representations have been received stating that various departments of Govt. of NCT of Delhi are not mentioning telephone/contact numbers and email address of the officers on the communication/replies sent to the citizens/ offices in Delhi, therefore causing difficulty for the citizens/officers to contact the concerned officers, if required.

All Heads of the departments are again requested to kindly issue directions to the officers working in their department to ensure compliance of directions contained in aforesaid circular dated 5.4.13 regarding aforesaid provisions of Manual of Office procedure.

Office of the Chief Engineer(LEFC)
Govt of Left of Detail

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BY NO. \$33
EDIAO/PA/P&D/SSW/FA

(AMITABH JOSHI)

DEPUTY DIRECTOR (AR)/HOO

Ph. 23392726

To,

1. All the Pr. Secretaries/Secretaries/Heads of the Departments, Govt. of NCT of Delhi.

All the Heads of Local Bodies/Autonomous Bodies,

Govt. of NCT of Delhi.

Rem 3/2

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI ADMINISTRATIVE REFORMS DEPARTMENT 7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI – 110 002 Fax-23392621; email-arupdate@nic.in

File No. F.17/1/2013/AR 3815-3974/2

Dated: 05 04/13

#### CIRCULAR

This is to invite a reference to this department's circular No. F.2(1)/10/AR/ 1789-1948/C dated 25.03.2010 (copy enclosed), it has been observed that some of the officer(s) of various departments are not mentioning their telephone/contact numbers and email address below their signatures and names, on the communication/replies sent to the citizens/ office; in Delhi. It becomes difficult for the citizens to contact the concerned officers, if required.

As per provision of Manual of Office Procedure Telephone Number of all the officers sending the communication should be written after their designation. All Heads of the departments are requested to ensure compliance of the provision of Manual of Office procedure.

This may be treated as MOST URGENT and given TOP PRIORITY please.

(SEEMA BAWA)
DEPUTY DIRECTOR (AR)/HOO

CTOR (AR)/HOO Ph. 23392422

To,

1. All the Pr. Secretaries/Secretaries/Heads of the Departments, Govt. of NCT of Delhi.

2. All the Heads of Local Bodies/Autonomous Bodies, Govt, of NCT of Dethi.

Office of the Chief Engineer(LEFC)
Govt. of NCT of Dethi

g. WC

### GOVERNMENT OF NCT OF DELHI PWD SECRETARIAT: 5TH LEVEL, "B" WING DELHI SECRETARIAT: NEW DELHI

No:F.10(29)/PWD-I/2014/Pt.file/ 5932

Dated : 24 (06 (1014

#### CIRCULAR

The Temporary Booking of Delhi Govt. Flats, Parks Community Centre is being done through PWD Delhi. In order to bring transparency and streamline the temporary Booking and ensure timely and convenient booking to the private as well as Govt. servants seeking Temporary Booking for Community Hall, Park etc., the following is added here with:-

- In case of temporary booking by Government employees, they will be required to submit the application through their department duly verified/countersigned and forwarded by their HOO/HOD along with attested photo of the person to be married. The temporary booking under Govt. servants category will not be done in cases the form is incomplete/ not verified/ countersigned by the Department HOD/HOO. All the original documents will be seen at the time of booking.
- II) All applicants seeking Temporary Booking will have to submit copy of their Identity Proof, Medical Facility (In case of Government), Aadhar Card, Ration Card etc. along with requisite fee in the form of demand draft, along with the duly filled application form.
- The PWD, GNCT reserves the right to verified antecedents as well inspect and video record the function/ceremony and any discrepancy found, would invite cancellation of the booking. Cancellation could also be done in case the required documents are not submitted or any other anomaly is noticed in the temporary booking.
- IV) If any temporary booking is done on the basis of forged documents, criminal case will be registered against the applicant and other beneficiaries.

27/6

Copy to: All HOD'S / HOO'S

Office of the Chief Engineer(12 FC)
Govt. of 14 T of Dath

DY NO STA

7506

( Sandeep Gulati) Dy Secy II (PWD)

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## PUBLIC WORKS DEPARTMENT APPLICATION CENTRE FOR BOOKING OF COMMUNITY/PARK OF DELHI GOVT. RESIDENTIAL COMPLEX (FOR GOVERNMENT EMPLOYEES)

Location of the community centre   Date(s) on which booking is required		N. 100	<b>\</b>	
-Date(s) on which booking is required  Name of the employee  (a) Designation  (b) Department of Employee  Employee's residential address Employee's residential address Employee's telephone number  Purpose of booking  Occasion (such as marriage, birthday  Name of the person concerned (Bride/Groom/Birthday B/G)  Herher relationship with employee  CUMENTS ATTACHED WITH THE APPLICATION  (a) Copy of OLIFEHS Medical Card or Ration Card or Election Identity Card of Educational Certificate as proof of relationship mentioned in Item 6 (c)  Offer of allotment of Govt. Flat dated  Cocupation report of flat dated  Copy of Family Ration Card mentioning the name of family member Sh./Smt.  Invitation Card in original  Description of others documents  I agree to handover the neat and clean premises of community centre after the ceremony is over. PWD will not be responsible for cleaning the premises.  The premises shall be handed over at 10.00 A.M. to the applicant on the date of booking & taken over by the PWD a 10.00 A.M. on the next day.  No DJ & other musical nose will be allowed in the premises after 10.00 P.M.  NOTE: ALL THE MUSIC SYSTEMS MUST BE SWITCHED OFF AFTER 10.00 P.M.  I declare that above particulars are true and correct. Lunderstand that if these particulars are found to be incorrect, the booking may be cancelled, higher charges alongwith security deposit shall be fighted are disciplinary action deemed fit shall be initiated.  I agree, to abide by the terms and conditions given overleaf, falling which, I shalf be liable for DISCIPLINARY ACTION/CRIMINAL ACTION.  Signature of applicant.  Designation  Name of Department  Name of Department  Signature of applicant.  Designation  Name of Department  Signature of specificant is employed in this office is occupying  is un-married/single as per our record.  Temporary booking for pair/community hall is forwarded to Dy. Secretary (Allot/PWD). 59 Floor. 'B' Wino. Delhi	. Location of the community centre	: \.\.\.\.\.\.\.\.\.\.\.\.\.\.\.\.\.\.\.		
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#### GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI ADMINISTRATIVE REFORMS DEPARTMENT 7TH LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI -110 002 Fax-23392621; email-arupdate@nic.in

File No. F. 13/2/2014/AR /10468-10628/C

Dated: 03/07/14

To,

All the Pr. Secretaries/Secretaries/Heads of the Departments under Govt. of 1. NCT of Delhi.

All the Heads of Local Bodies/ Autonomous Bodies/Undertakings/ Institutions 2. under Govt. of NCT of Delhi.

The Commissioners, East, South and North Delhi Municipal Corporation of 3. Delhi.

The Registrars, All Universities under Govt. of NCT of Delhi. 4.

Regarding Training in RTI Act, 2005. Sub:

Sir/Madam,

The Govt. of NCT of Delhi has appointed Sh. Subhash Chandra Agrawal as Consultant in A.R. Department to impart training to all staff (including PIOs and First Appellate Authorities) working in all departments including Secretariat & Field Offices, Undertakings, Autonomous Bodies, corporations, Boards, Universities as well as colleges of Govt. of NCT of Delhi on RTI Act, 2005.

In this regard it is requested to utilize the services of Sh. Subhash Chandra Agrawal, Consultant(AR) for imparting training/guidance on RTI Act 2005 to all the staff under your control. Sh. Subhash Chandra Agrawal, Consultant (AR) may be contacted at his email address subhashagrawal1950@gmail.com and his Mobile No. 9810033711.

It is also requested that the departments may make arrangements regarding venues for organizing such trainings at their own level. Action taken in this regard may be intimated to this department.

Yours faithfully,

(AMITABH JOSHI) DEPUTY DIRECTOR (AR)

Ph. 011-23392726

Dated: 03 07 174

File No. F.13/2/2014/AR 10627/C Copy for information to Sh. Subash Chandra Agrawal, Consultant, A.R.Department, Delhi Secretariat, New Delhi-02.

Office of the Chief Engineer(1&FC) Govt of NET of Dethi

SHAOPAP&DISSWIFA

DEPUTY DIRECTOR (AR)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI ADMINISTRATIVE REFORMS DEPARTMENT 7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P.ESTATE, NEW DELHI

No.F.15/09/2014/AR/ 10633-10792/

Dated: 03 07/14

Please

re-circulate

to all Sections/Units

To,

- All Pr. Secretaries/Secretaries/Head of Departments, 1. Govt. of NCT of Delhi, Delhi/New Delhi.
- District Session Judges, Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patiala House Courts, Delhi/New Delhi.
- All M.D's/Chairman of Local/Autonomous Bodies, 3. Undertakings/Corporations, Govt. of NCT of Delhi, Delhi/New Delhi.
- The Commissioners of Municipal Corporations of Delhi, East/North/South Districts, Delhi/New Delhi.
- The Commissioner of Police, Delhi Police, Delhi/New Delhi.
- The Chairman /CEO . NDMC/DJB, Delhi/New Delhi.

Manual of Office Procedure Test - 2014, to be held in August, 2014 - Extension of last date of submission of Application Forms thereon.

Sir/Madam,

I am directed to invite your kind attention to this department's circular of even number dated 21.04.2014 on the subject cited above, according to which the last date for receiving applications for the Manual of Office Procedure Test, 2014 was fixed for 27th June 2014. However, it appears that the said circular has not been given wide publicity amongst the officers/officials with the result that a number of officers/officials could not apply for the test. It has now been decided to extend the last date of submission of application forms for MOP Test, 2014 in this department till 18th July, 2014.

It is accordingly requested that wide publicity may be given to this test so that more and more candidates of your department could be able to participate and enhance their knowledge of Manual of Office Procedure through this test. The form can be downloaded from the A.R. Department's website i.e. http://ar.delhigovt.nic.in.

Yours faithfully,

(PANKAJ JOSHI) DEPUTY DIRECTOR (AR) Ph.:23392620

Dated: 03/07/14

No.F.15/09/2014/AR/ 10633-10792/

Copy forwarded for necessary action to:-

All Addl. Secretaries/Addl. Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi, District Judiciaries, Delhi Police, Municipal Corporation/Council and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.

P.S. to Lt. Governors, Raj Niwas, Delhi.

P.S. to Chief Minister/Ministers, Delhi Govt., Delhi Secretariat.

PS to Speaker/Leader of Opposition, Delhi Vidhan Sabha, Old Secretariat, Delhi.

OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.

Office of the Chief Engineer

EDIAO/PA/P&D/SSW/FA

DEPUTY DIRECTOR (AR)