

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(I&FC)/ 12015-26

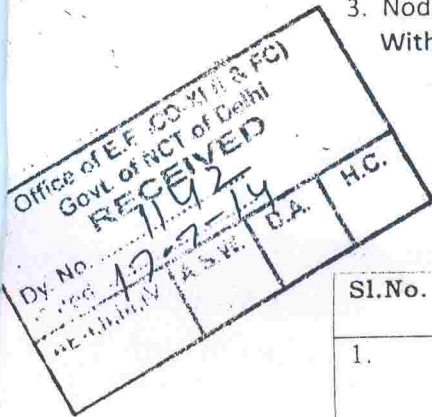
Dated: 09/07/2014

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. fc. III
2. All the Branch In-charge O/o CE (I&FC), I&FC Department, Govt. of NCT of Delhi.
3. Nodal Officer (IT)/SE (FC-III), I&FC Department,
With the request to upload the same on the official website of this Department.

(Signature)
(VIJAY KUMAR)
OFFICE SUPERINTENDENT (I&FC)



Sl.No.	Letter/Circular/Endorsement No. and date	Received from	Subject
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 Procedure.
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	Panraj 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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(Signature)
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1-7-14

F No: F6/319/2014/IT/

Dated: 27/06/2014

CIRCULAR

Sub: e-Gov Security Policy for e-Governance

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

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 <http://admin.delhi.gov.in>. 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).

Office of the Chief Engineer (U&FC),
Govt. of NCT of Delhi

RECEIVED
02-07-14
Dy. No. 5257
EO/AO/PAP&D/ISS/WFA

(Ajay Chagti)
Additional Secretary (IT)

F No: F6/319/2014/IT/

Dated: 27/06/2014

Copy for necessary action to:

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

No enclosure need copy ball
hasen it may be download
from the website
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27/14

~~APK~~
As
Kam 26/7

Rajiv Gauba
Additional Secretary
Email : asegov@mit.gov.in
Phone: +91-11-24363114
Fax : +91-11-24363119



भारत सरकार
GOVERNMENT OF INDIA
संचार और सूचना प्रौद्योगिकी मंत्रालय
MINISTRY OF COMMUNICATIONS AND
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी विभाग
DEPARTMENT OF ELECTRONICS AND
INFORMATION TECHNOLOGY

इलेक्ट्रॉनिक्स निकेतन/ELECTRONICS NIKETAN
6, सी.जी.ओ. कॉम्प्लेक्स / C.C.G.O. COMPLEX
नई दिल्ली / New Delhi-110003
Website : www.deity.gov.in

दूरभाष/Tele:
अंशक पत्र सं० :
D.O.NO..... 10(4)/2011-EG-II (part file)

दिनांक/Dated 10th June, 2014

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

Dear Sir/ Madam

ASITD

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 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 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 30th June 2014.

with regard

Yours sincerely,

(Rajiv Gauba)

Please speak To 17/6

All State IT Secretaries & MMP Leaders

4.566/75C17
16/6/14

2429 / 2459

16/6/14

Discusses Comments to be invited

Head (SEMT) 19/6



राष्ट्रीय ई-गवर्नेंस योजना
National e-Governance Plan

Public services closer home

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 (L&FC)
Govt. of NCT of Delhi

RECEIVED
04/07/14
By No. 5335
EO/AC/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.
2. All the Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.

21. Circulate
Ravi 2/7/14

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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@nctc.in

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

Dated: 05/04/13

C I R C U L A R

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/ offices 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

(SEEMA BAWA)
DEPUTY DIRECTOR (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 Delhi.

Office of the Chief Engineer (L&FC),
Govt. of NCT of Delhi
R-2, C-1, W-2

Dy. No.
EQ/AO/PA/P&D/ISSW/FA

g.m/c

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 : 24/05/2014

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:-

- I) 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.
- III) 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.

Copy to:
All HOD'S / HOO'S

Office of the Chief Engineer (I & FC),
Govt. of NCT of Delhi

27/06/14
Dy. No. 516
EO/IAO/PA/P&D/SSW/FA

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(Sandeep Gulati)
Dy Secy II (PWD)

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2011

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

1. Location of the community centre :
2. Date(s) on which booking is required :
3. Name of the employee :
- (a) Designation :
- (b) Department of Employee :
4. Employee's residential address :
5. Employee's telephone number :
6. Purpose of booking :
7. Occasion (such as marriage, birthday) :
8. Name of the person concerned (Bride/Groom/Birthday B/G) :
9. He/her relationship with employee :

DOCUMENTS ATTACHED WITH THE APPLICATION

1. (a) Copy of Current Identity Card of the Government Employee Department valid upto
- (b) Copy of DGEHS Medical Card or Ration Card or Election Identity Card or Educational Certificate as proof of relationship mentioned in item 6 (c)
2. Offer of allotment of Govt. Flat dated :
3. Occupation report of flat dated :
4. Copy of Family Ration Card mentioning the name of family member Sh./Smt.
5. Invitation Card in original
6. 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 at 10.00 A.M. on the next day.
 No DJ & other musical noise 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. I understand that if these particulars are found to be incorrect, the booking may be cancelled, higher charges alongwith security deposit shall be forfeited and disciplinary action deemed fit shall be initiated.

I agree, to abide by the terms and conditions given overleaf, failing which, I shall be liable for DISCIPLINARY ACTION/CRIMINAL ACTION.

Date :

Signature of applicant.....

Designation

Name of Department

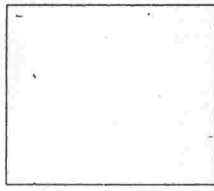


Photo of (Bride/Groom/Birthday B/G)

For office use only :-
 Certified that applicant is employed in this office is occupying _____ Govt. flat and his licence fee is deducted regularly from this office.
 Certified that applicant's son/daughter _____ is un-married/single as per our record.
 Temporary booking for park/community hall is forwarded to Dy. Secretary (Allot/PWD), 5th Floor, 'B' Wing, Delhi Secretariat, New Delhi for _____ for marriage ceremony _____, for necessary action.

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,

1. All the Pr. Secretaries/Secretaries/Heads of the Departments under Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/ Autonomous Bodies/Undertakings/ Institutions under Govt. of NCT of Delhi.
3. The Commissioners, East, South and North Delhi Municipal Corporation of Delhi.
4. The Registrars, All Universities under Govt. of NCT of Delhi.

Sub: **Regarding Training in RTI Act, 2005.**

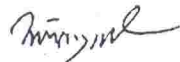
Sir/Madam,

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: 03/07/14

File No. F.13/2/2014/AR/10627/C

Copy for information to Sh. Subhash Chandra Agrawal, Consultant, A.R. Department, Delhi Secretariat, New Delhi-02.

Pl. Circulate

Law 

Office of the Chief Engineer (I&FC),
Govt. of NCT of Delhi

RECEIVED
04/07/14
By No. 3334
EO/IAO/PA/P&D/SSW/FA


(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)

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

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

Dated: 03/07/14

To,

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

Please re-circulate
to all Sections/Units

Sub: 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

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

Dated: 03/07/14

Copy forwarded for necessary action to:-

1. 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.
2. P.S. to Lt. Governors, Raj Niwas, Delhi.
3. P.S. to Chief Minister/Ministers, Delhi Govt., Delhi Secretariat.
4. PS to Speaker/Leader of Opposition, Delhi Vidhan Sabha, Old Secretariat, Delhi.
5. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.

Office of the Chief Engineer (WFC),
Govt. of NCT of Delhi

RECEIVED
04/07/14
Dy. No. 5332
EO/IAO/P&P&D/SS/WFA

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