

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
(POLICY DIVISION)**

'A WING' 4TH LEVEL, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

Dated: 20/04/2023

OFFICE MEMORANDUM

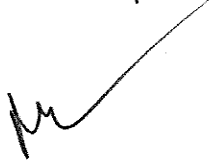
Sub: Implementation of Delhi e-Monitoring App for Projects & tasks monitoring

A circular regarding launch of Delhi e-Monitoring App for projects & tasks monitoring was issued by Department of Information Technology, Govt. of NCT of Delhi vide Circular No.F.6(32)/IT/2011/IT/Tech./4691-4760 dated 18.08.2022 (Copy enclosed). Thereafter, in continuation to the above said Circular dated 18.08.2022, Department of Information Technology, Govt. of NCT of Delhi has issued an Office Memorandum No. No.F.6(32)/IT/2011/IT/Tech./2137-2206 dated 06.04.2023 regarding implementation of Delhi e-monitoring App for projects & tasks monitoring (copy enclosed).

2. Department of Information Technology, Govt. of NCT of Delhi vide the said OM dated 06.04.2023 has requested all the Administrative Secretaries and Head of Departments of all Departments/Autonomous Bodies of Govt. of NCT of Delhi to roll out the system in their department with the following instructions for strict compliance :-

1. All Projects more than Rs.10 Crores shall be monitored through above App. It shall be mandatory for the concerned HoDs to ensure that all such projects are logged timely into the said App and appropriate login Ids for sub-ordinate officials are created to enable them to update the current Status of their respective projects.
2. **No Payment shall be released if progress is not updated on the fortnightly basis for each project. The DDO and the PAO concerned shall be personally responsible for the same and shall accept bills only if accompanied with a copy of status report generated from the e-monitoring Mobile App.**
3. All the Administrative Secretaries/Head of Departments of Govt. of NCT of Delhi are hereby requested to direct their DDOs for Strict compliance of the above mentioned contents of OM dated 06.04.2023 of Department of Information Technology without fail.

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4. Further, all the Pay and Accounts Officers of Govt. of NCT of Delhi are hereby directed to accept bills of such projects as mentioned in the OM dated 06.04.2023 of Department of Information Technology, Govt. of NCT of Delhi only if accompanied with a copy of status report generated from the e-Monitoring mobile App.
5. Besides above, in case of self-drawing DDOs of Public Works Department and Irrigation & Flood Control Department of Govt. of NCT of Delhi and Autonomous Bodies of Govt. of NCT of Delhi, the authorized signatories of cheques shall ensure strict adherence of the contents of OM dated 06.04.2023 of Department of Information Technology, Govt. of NCT of Delhi before releasing payment of projects/works/schemes.
6. Administrative Heads of Departments, Autonomous Bodies (i.e. CEO/MD or by whatsoever name they are designated), Controller of Accounts/IFA, PWD and DCA/IFA, I&FC shall personally monitor the compliance of the above instructions.
7. This issues with the prior approval of the Principal Secretary(Finance).


(NIHARIKA RAI)
Secretary (Finance)

No.F.20/04/2023-Fin.(PD)/1096-1105

Dated : 20/04/2023

Copy for information and necessary action to the :

1. Staff Officer to Chief Secretary, Delhi, for information.
2. All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments, Govt. of NCT of Delhi.
3. Secretary (IT), Govt. of NCT of Delhi w.r.t. OM No.F6(32)/IT/2011/IT/Tech/2137-2206 dated 06.04.2023 of Jt. Director (IT).
4. Administrative Heads of Autonomous Bodies, Govt. of NCT of Delhi.
5. Controller of Accounts, Pr. Accounts Office, Govt. of NCT of Delhi, VikasBhawan, I.P. Estate, New Delhi.
6. Controller of Accounts/IFA, Public Works Department, Govt. of NCT of Delhi, 12th Floor, MSO Building, I.P. Estate, New Delhi.
7. DCA/IFA, Irrigation & Flood Control Department, Govt. of NCT of Delhi, L.M. Bund Office Complex, Shashtri Nagar, Delhi - 110031.
8. PPS to Pr. Secretary (Finance), GNCT of Delhi.
9. All Pay and Accounts Officers, Govt. of NCT of Delhi
10. Website of Finance Department


(NIHARIKA RAI)
Secretary (Finance)

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GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI-110002


OFFICE MEMORANDUM

Implementation of Delhi e-Monitoring App for projects & tasks monitoring

With reference to the DIT GNCTD's Circular dated 18.08.2022 (copy enclosed) regarding the launch of Delhi e-Monitoring App for project and tasks monitoring, wherein all the Administrative Secretaries and HoDs of all Departments /Autonomous Bodies of GNCTD have been requested to roll out the system in their department; the following instructions are hereby issued for strict compliance:-

1. All projects more than Rs. 10 crores shall be monitored through above App. It shall be mandatory for the concerned HoDs to ensure that all such projects are logged timely into the said App and appropriate login IDs for sub-ordinate officials are created to enable them to update the current status of their respective projects.
2. No payment shall be released if progress is not updated on the fortnightly basis for each project. The DDO and the PAO concerned shall be personally responsible for the same and shall accept bills only if accompanied with a copy of status report generated from the e-Monitoring mobile App.
3. The Finance Department shall also issue necessary instructions in this regard, so as to ensure complete roll out of the Delhi e-monitoring app.

This issues with the prior approval of Ld. Chief Secretary, Delhi.



(Santulan Chaubey)
Joint Director (IT)

Encl.: As above

F.No F6(32)/IT/2011/IT/Tech/2137-2206 Dated: 6/04/2023

All Administrative Secretaries /HoDs of all Departments of GNCTD as per attached list

Copy for kind information to :-


13/4/2023
ATO-I, Policy

13/4/2023
Pl-Process
S AD (Policy) To,

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1. Staff Officer to Chief Secretary, Delhi
2. Principal Secretary, Finance with the request to issue necessary OM in this regard.
3. PS to Secretary(IT), Department of Information Technology, GNCTD
4. PS to Spl. Secretary(IT), Department of Information Technology, GNCTD
5. All PAOs, GNCTD
6. All DDOs, GNCTD

[Handwritten Signature]

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI-110002

F.No F6(32)/IT/2011/IT/Tech//4691-4760

Dated: 18/08/2022

CIRCULAR

Subject: Regarding launch of Delhi e-Monitoring App for projects & tasks monitoring

- 1) Various projects at different locations in Delhi are being executed via Departments/Autonomous Bodies of GNCTD. Proper & timely execution of projects & related tasks is a prerequisite for expected outcomes and completion within allocated budget limits.
- 2) As per the directions of learned Chief Secretary, Delhi, Department of Information Technology, GNCTD, has developed the Delhi e-Monitoring App for intensive monitoring of projects and other generic tasks which may be assigned to various Departments/Autonomous Bodies etc. The application has been developed with the following modules:-

I. Tracking of Capital Projects:-

This module consists of sections which can be used to :-

- i. create new project
- ii. update the meta-data about each project such as budget allocation, expected timeline of completion, location of project, supervisory officer details etc.
- iii. conduct periodical inspections of ongoing projects and update their physical and financial progress.
- iv. assign specific tasks with respect to each ongoing project to the concerned supervisory officer and track the completion of such tasks.
- v. generate various MIS reports.

II. General inspection (not linked to any particular project):-

This module can be used to conduct general field inspections during field visits on matters such as unattended garbage lying on roadside, dilapidated condition of government buildings which require maintenance, absentee staff members in Control Room(s) etc.


Such inspections can be done by any officer (herein below referred to as Inspecting Officer). The main features of this module are:-

- i. conduct field inspections and log them into the mobile app, which will capture the site photo as well as geo-coordinates & other related information.
- ii. insert specific instructions with reference to the inspection conducted and create a specific task out of the same.
- iii. assign the task so created to the concerned Department(s):-
 - a) in case the exact Jurisdictional Unit (Division/Branch/Zone/Sub-division) of the concerned Department is known before hand; then task can be assigned directly to the concerned unit within the Department.
 - b) in case the concerned Jurisdictional Unit *is not known* to the Inspecting Officer then the task can be assigned to the Admin of the concerned Department who shall in turn re-assign the same to the concerned Jurisdictional Unit for necessary action.
- iv. Action taken on the task so assigned is logged into the mobile application and submitted for the perusal of the Inspecting Officer through the HoD of the Department concerned.
- v. Generate various MIS reports

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- 3) For effective roll out of this application, Admin log in of each Department has been created as per Annexure-I. Each Department Admin must in turn create the hierarchy of each Jurisdictional Unit within the Department in the application and should also create the logins of each officer in the concerned Jurisdictional Unit.
 - 4) A user manual of the entire mobile application has been prepared and is enclosed herewith (Annexure-II).
 - 5) The Delhi e-Monitoring app can be downloaded from the link <https://it.delhi.gov.in/delhiemmonitoring>
 - 6) The Administrative Secretaries and HoDs of all Departments/Autonomous Bodies of GNCTD are requested to kindly issue necessary directions to roll out the above-mentioned system in their Department.

This issues with the prior approval of Ld. Chief Secretary.

Encl.: Annexure-I (list of Deptt. admin logins)
Annexure-II (user manual of the mobile application)


(Krishan Kumar)
Joint Director (IT)

To,

- HoDs of all Departments/Autonomous Bodies of GNCTD

Copy for kind information to: -

- 1) Staff Officer to Chief Secretary, Delhi
- 2) PS to Secretary(IT), Department of Information Technology, GNCTD
- 3) PS to Spl. Secretary(IT), Department of Information Technology, GNCTD

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
4) Procedures and users:

Event	Procedure	User(s)
How to maintain project list?	1) Click on ≡ 2) View Project List 3) Add project your project not found in the project list	Project In-charge
How to conduct Project Inspection and assign tasks to the concerned officers?	1) Click on ≡ 2) Click on Project Inspection 3) View Project List 4) Click on required project-> Project List 5) Click on Project Inspection Button. A new screen displayed. 6) Enter the inspection comment, upload images and create tasks and save.	Project In-charge and Monitoring Authorities
How to update Project Status?	1) Click on ≡ 2) Click on Update Project Status 3) Enter search parameters and click on view Project button 4) Click on required project-> Project List 5) Click on "Update Status" Button. A new screen displayed. 6) Enter the updated status and upload image.	Project In-Charge

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How to view my project list?	<ol style="list-style-type: none">1) Click on ☰2) Click on My Projects	Project In-charge and Monitoring Authorities
How to create and assign tasks to field officers after general inspection or after observing any recurring issue?	<ol style="list-style-type: none">1) Click on ☰2) Click on tasks creation. New screen appears.3) Enter the tasks details and select departments and officers to assign the tasks.	Higher Authority or Project In-charge:
How to upload reply or action taken details with reference to task assigned	<ol style="list-style-type: none">1) Click on ☰2) Click on My Task. New screen appears.3) View the task list4) Click on Reply for entering the action taken details.	Officer working under Project or Field officer

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after project inspection?		
How to submit reply/ action taken details with reference to general assigned tasks?	Same as above	Officer working under Project or Field officer.
How to search any project and view all the Details Including Project inspections?	<ol style="list-style-type: none">1) Click on 2) Click on Update Status3) Select search parameter4) Click View Project.	Project In-charge and Monitoring Authorities
