

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002

F. No. E-11/4/2020-Development/Secy (IT) Vol-3/

Dated:

Circular

References:

- (a) Department of IT, GNCTD letter no. E-11/4/2020-Dev-Secy(IT) /Vol-/1408-77 dated 11.03.2025.
 - (b) Department of IT, GNCTD Circular no. E-11/4/2020-Dev-Secy(IT)/Vol-3/1478-1547 dated 11.03.2025
 - (c) Department of IT, GNCTD Circular no. E.10/25/50/2014/HD-II/1328-1407 dated 11.03.2025 issued by the Department of IT, GNCTD.
2. The Technical Evaluation Committee (TEC) in its meetings for discussing the proposals of various departments of GNCTD has observed the following: -
- (a) The departments are seeking repeated approvals for Manpower hiring/extension, however, there is no proper mention of the previous extensions and records of justifications by the departments in their proposals which makes it difficult for the TEC to decide upon the matter.
 - (b) The departments are seeking approvals for Manpower hiring/extension and other procurement related proposals which have already been approved by the Council Of Ministers and in which the comments of IT Department would have been sought while taking the cabinet approval.
3. In order to assess the requirement of the department, TEC has decided that there should be a format containing all the previous records of the extensions/hiring of Manpower given by the TEC for the project and details of the progress made for the completion of the project in a time bound manner.
4. In view of the above, all the Departments of GNCT of Delhi are requested to ensure the following while forwarding proposal for the evaluation and approval of Technical Evaluation Committee: -
- (a) Information related to previous extensions and records of justifications in the format placed as **Annexure-‘A’** is forwarded along with the proposal related to the manpower extension/hiring for the project in addition to the information sought vide this department circular dated 11.03.2025.
 - (b) The proposal which has already been approved by the Council Of Ministers need not to be submitted to IT Department, GNCTD for the approval of the Technical Evaluation Committee

(TEC) in which the comments of IT Department have already sought while taking the cabinet approval.

5. Not adhering to the above instructions, may result in proposal being returned to the concerned Department without any recommendations of TEC.

This issues with the prior approval of the Secretary (IT).

Digitally signed by
Kungitham Murugan
Date: 08-04-2026

10:31:48

(K. Murugan)
Joint Director (IT)

F. No. E-11/4/2020-Development/Secy (IT) Vol-3/

Dated:

To,

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs of the
Departments of Government of NCT of Delhi

Encl.: A/A

Copy for information to:

1. All Secretaries to the Hon'able Ministers, Delhi Secretariat, GNCTD
2. PS to Secretary to Hon'able Chief Minister, Delhi Secretariat, GNCTD
3. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
4. PS to Secretary (IT), GNCTD.
5. PA to Special Secretary (IT), GNCTD.
6. Website Incharge, for uploading on website of IT Department under the links 'What's New' and Download>Circulars/Orders>>TEC

(K. Murugan)
Joint Director (IT)

Annexure-'A'**INFORMATION SHEET**

Sr. No.	Particulars	Details																
1.	Name of Department																	
2.	Name of Project																	
3.	Date of initial approval obtained from TEC.																	
4.	Details of previous approvals obtained from TEC for extension/ hiring for this project: -																	
	<table border="1"> <thead> <tr> <th>Sr. No.</th><th>All Previous periods of extensions/ hiring (from date - to date)</th><th>Details of the progress made during these periods.</th><th>Remarks/observations of TEC for extension for these periods.</th></tr> </thead> <tbody> <tr> <td>a.</td><td></td><td></td><td></td></tr> <tr> <td>b.</td><td></td><td></td><td></td></tr> <tr> <td>c.</td><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No.	All Previous periods of extensions/ hiring (from date - to date)	Details of the progress made during these periods.	Remarks/observations of TEC for extension for these periods.	a.				b.				c.				
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a.																		
b.																		
c.																		
5.	Remaining project work for which extension is required:	<table border="1"> <tbody> <tr> <td>a.</td><td></td></tr> <tr> <td>b.</td><td></td></tr> <tr> <td>c.</td><td></td></tr> </tbody> </table>	a.		b.		c.											
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