

F.No. NeGD/105/2011

**Subject: Addendum to HR policies for SeMT open market personnel deployed by NISG**

Dear Sir/Madam,

Kindly refer to the earlier communication of NeGD vide letter no. **NeGD/105/2011** dated **23.03.2011** and **DO No. 8(64)/2008-EG-I** dated **03.05.2011** from the then AS, e-Gov (Shri Shankar Aggarwal) regarding HR policies for SeMT open market personnel (copies enclosed as Annexure I and Annexure II for ready reference).

2. In view of the operational issues arising in the States, a few amendments in the HR Policy have been made as under:

Policies	Current	Amendments
<b>Work Infrastructure</b>	Nodal Agency/State IT Dept. shall purchase and provide Laptops of appropriate configuration to all employees who need to travel out of office for official purpose.	Nodal Agency/State IT Dept. shall purchase and provide Laptops of appropriate configuration to all SeMT members.
<b>Travel Policy</b>	Domestic Travel & Stay - Mode of travel Level 3 – Economy Class by Air Level 2 – 2 tier AC Train/Economy class by Air Level 1 – 2 tier AC Train Under special circumstances, employees at level 1 may also be permitted to travel by economy class by air with the approval of the Reporting officer of the SeMT.	Domestic Travel & Stay - Mode of travel Level 3 – Economy Class by Air Level 2 – Economy class by Air Level 1 – Economy class by Air

The above is being issued with the approval of the President & CEO -NeGD.

Thanking You.

With regards.

Yours sincerely,



(Deepa Sengar)  
Director & Head - CBMC

To:  
All IT Secretaries of States / UTs

CC:  
D (MR), Deity  
CEO, NISG  
State Nodal Agency  
Head SeMT



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National e-Governance Plan



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NeGD/105/2011  
NeGD

Date: - 23<sup>rd</sup> March 2011

**Subject: - SeMT HR Policy for Open market personnel deployed at SeMTs**

Dear Sir/ Madam,

Please find enclosed the document containing the following HR Policies applicable to SeMT open market personnel deployed in your State/UT.

- (a) Work Infrastructure
- (b) Leave
- (c) Employee Benefits
- (d) Reimbursement of Relocation Expenses
- (e) Travel

2. The reimbursement of expenditure incurred by the SeMT personnel on Domestic/ Local travel, Communication (Mobile/Landline/Data card) and other contingent expenses is to be made based on the HR policies as applicable to the Open Market and Deputation personnel. The HR policy/guidelines document for Deputation personnel is being sent separately.


3. "Guidelines for implementation of Capacity Building Scheme and utilization of DIT Grant-in-aid and ACA" available at <http://www.mit.gov.in/content/policiesguidelines> may kindly be referred. As per the guidelines, the fund handling, which would include provisioning of the IT infrastructure, reimbursement of various expenses of SeMTs and other contingent expenses, is required to be made by the State designated agency of the States/UTs for which they are entitled to charge up to 5% of the total outlay as overhead/processing charges towards fund handling.

4. While processing the above payments, State designated nodal agencies may be advised to consider the detailed matrix at **Annexure – A**. In case of further queries/clarifications kindly revert to us.

Thanking You.

With regards

Yours sincerely

  
(Deepa Sengar)  
Head- CBMC

All IT Secretaries of States/UTs


CC to:  
D (MR), DIT  
CEO, NISG

**Annexure - A**

**Responsibility Matrix for Fund Allocation**

S. No.	Nature of Expenditure	Processing/ Payment Authority	Remarks
1	Salary of SeMT Manpower and relocation expenses	NISG - Open Market Personnel	In respect of Open Market personnel pay and allowances are drawn by NISG, Hyderabad. In respect of Deputation personnel it is drawn by NeGD Corporate, New Delhi
		NeGD - Deputation Personnel	
2	IT Infrastructure	State Nodal Agency	-
3	Outsourcing	do	-
4	Operational	- do -	Operational expenditure includes expenditure incurred on Domestic/ Local Travel and boarding and lodging. The Travel, boarding and lodging reimbursement for joining SeMT is included under this head. The claims received from the SeMT personnel need to be processed accordingly by the State designated nodal agency in respect of Open Market personnel.  In respect of Deputation personnel the entitlement for mode of travel for joining SeMT shall be as admissible to them in their parent office "on transfer". <b>HR guidelines on travel, boarding and lodging for deputationists are being sent separately.</b>
5	Office Maintenance	- do -	Office maintenance includes reimbursement towards Business Communication expenses. Reimbursement of Mobile/Landline claims shall be processed for payment by the State Nodal agency for both Open Market as well as Deputation personnel.  <b>Guidelines in this regard are being sent separately.</b>
6	Contingency	- do -	Claims/expenses/bills etc. towards contingency shall be handled by the State designated Nodal agency
7	Training (SeMT Training, State Official Training, Apex/Policy level Training)	- do -	These Bills/Invoices shall be preferred by NISG for payment
8	Special Training (PeMT)	- do -	- do -

**Note :-** *In respect of items under serial no. 2 to 6, Funds have been released to the States under Additional Central Assistance (ACA) and to UTs under DIT Grants. As per the "Guidelines for implementation of CB Scheme" issued in November 2008, the Nodal Agencies are entitled to charge upto 5% of the total Outlay as overhead/processing charges towards fund handling*





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असो पत्र से

D.O.NO.....

D.O No. 8(64)/2008-EG-I



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATIONS AND  
INFORMATION TECHNOLOGY  
सूचना प्रौद्योगिकी विभाग  
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Website : www.mit.gov.in

Dated: 03.05.2011

दिनांक/Dated.....

Dear Sir,

This has reference to my previous DO letter no. 8(64)/2008-EG-I dated 23<sup>rd</sup> March 2011 regarding deployment of personnel to SeMTs and concerns regarding their roles and responsibilities and institutional support provided to them.

2. In terms of the Capacity Building guidelines, the policy for open market personnel in SeMTs, covering the following, has been circulated by NeGD vide letter no. NeGD/105/2011 dated 23<sup>rd</sup> March 2011

- (a) Work Infrastructure
- (b) Leave
- (c) Employee Benefits
- (d) Reimbursement of Relocation Expenses
- (e) Travel

3. I am, however, informed that in a number of States, SeMT personnel have not been provided with office space and seating, computers/laptops and reimbursement of expenses incurred by them, by the SDAs with whom these resources have been placed.

4. Attracting and retaining good resources in SeMTs could become a big challenge if these hygiene factors are not taken care of. You are, therefore, requested to look into the matter on priority. In case the ACA funds have not been transferred to the SDA, this may be done at the earliest. It is also requested to arrange to streamline the reimbursement process for SeMTs through the respective State Designated Nodal agency.

*Regards.*

Yours sincerely

*Shankar*  
3/5  
(Shankar Aggarwal)

All IT Secretaries of States/ UTs.



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