

No.F5(4)/IT/2016-17/Infra/Exp./ 628-749

Dated: 22/12/2016

CIRCULAR

It has been observed that departments of Delhi Government are submitting proposals for procurement/ installation/up-gradation of IT infrastructure to Finance Department for expenditure sanction providing only vague description of the work.

02. Since every project/work involves expenditure out of public money, therefore every rupee out of public funds is to be used to achieve optimum use/purpose and there is no wasteful/superfluous/unnecessary expenditure, whatsoever, in the matter of execution of projects/works.

03. Therefore, the Administrative department will satisfy itself regarding the justification for the quantum of expenditure estimated to be incurred will have utility commensurate with the expenditure and shall comply with the following requirements/ conditions (as applicable in each case) before executing IT related projects;

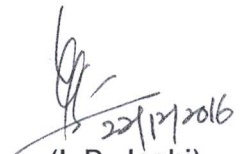
A. Feasibility Report of proposal containing

- i. Objective of the proposed work
- ii. Duration of project including Time lines
- iii. Expected outcomes/results
- iv. Stakeholder departments
- v. Details of agreements, if any entered with other departments
- vi. Technical Architecture
- vii. Business Model
- viii. Status of DPR, if any
- ix. Financial out go/income
- x. Risk factors

04. Before submitting the proposal related to e-Governance/ IT infrastructure to Finance department, Project shall be first submitted to IT department for technical scrutiny and clearance as per instructions/guidelines issued by IT department from time to time.

05. The Heads of Department may also ensure that, for financing the work/ project, specific provision has been made in the budget estimates.

06. This issues with the prior approval of Pr. Secretary (Finance)


(L.D. Joshi)
Joint Secretary (Exp.)
Ph. 23392133

1. Administrative Secretaries
2. Heads of the Departments

P.T.O

Copy for information to:

3. Secretary to Hon. Dy. Chief Minister/Minister(Finance), Delhi
4. Director (Planning), Delhi Secretariat, New Delhi.
5. PS to Pr. Secretary (Finance), Delhi Secretariat, New Delhi.
6. PA to Spl. Secretary (Finance), Delhi Secretariat, New Delhi.
7. Deputy Secretary-I,II, III, V, VI, Finance Department, New Delhi.
8. Programmer, Finance Department
9. Guard File