

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

संख्या
No..... F. No. 3(22)/2011-EG.II (Part)

दिनांक
26.02.2017
Date.....

Dear Sir,


The Scheme of National Rollout of e-District MMP has provision for the appointment of an e-District Manager at the district level. The responsibility of the e-District Manager is to support the District Collector and the District e-Governance Society in local level coordination and to ensure the delivery of eDistrict services within the stipulated timelines.

2. To facilitate the process of hiring of the e-District Manager, DeitY has issued guidelines, namely, "eDistrict Manager –Hiring Guidelines" in August 2012 which also included HR Policy Manual (Annexure V). However, several States/UTs which have already hired e-District Managers or are in the process of hiring, have sought clarifications on the operational expenses of e-District Managers.

3. In view of this, an advisory note has been prepared and enclosed to facilitate the States/UTs to take appropriate decisions with regards to the facilities and remuneration to be provided to the e-District Managers.

With regards,

Yours sincerely,


(Gaurav Dwivedi)
Director

Tel No: +91 11 24364706

To

All States/UTs IT Secretaries

Advisory for provisioning of operational expenses of e-District Manager

For the efficient implementation of the eDistrict National Rollout scheme at the district level, the scheme provides for the appointment of an eDistrict Manager. The function of the eDistrict Manager is to support the District Collector and the District e-Governance Society in local level coordination and to ensure the delivery of eDistrict services within the stipulated timelines. To facilitate the process of hiring the eDistrict Manager, DeitY has issued guidelines, namely, “eDistrict Manager –Hiring Guidelines” in August 2012 which also included HR Policy Manual (Annexure V).

The e-District Manager requires the following facilities for discharging his/her duties, for which provisions have been made in the Annexure V - HR Policy Manual.

#	Components	Reference in HR Policy Manual
1	Laptop / PC	Section 3.3 of Annexure V – HR Policy Manual
2	Mobile Phone	Section 3.2 of Annexure V – HR Policy Manual
3	Internet / Data Card	Section 3.3 of Annexure V – HR Policy Manual
4	Travel	Section 5.2, 5.3, 5.4 of Annexure V – HR Policy Manual

Section 3.3 (a) of the Annexure V – HR Policy Manual has been revised and is to be read as under:

Original	<i>DeGS shall purchase, own, and provide laptop/PC of appropriate configuration to the eDistrict Manager. eDistrict Manager shall be provided with pen drives for data storage. (Funding of the same should be done through the DeGS seed money).</i>
Revised	<i>DeGS shall purchase, own, and provide laptop/PC of appropriate configuration to the eDistrict Manager. eDistrict Manager shall be provided with pen drives for data storage.</i>

The cost of hiring one eDistrict Manager has been budgeted at Rs. 30,000/- per month over a period of 3 years in the eDistrict Scheme. In the eDistrict Manager Hiring Guidelines issued by DeitY (refer section 6 of the Guidelines), remuneration for the eDistrict

Manager has been suggested as Rs 23,500/- per month in the 1st year, Rs 26,000/- per month in the 2nd year and Rs 28,500/- per month in the 3rd year (considering approx. 10% increment per year). Considering the budgeted cost and the remuneration suggested in the Guidelines, savings of approx. Rs 1,44,000/- per eDistrict Manager are estimated over a period of 3 years.

The State / UT can utilize these savings to meet the one time laptop procurement expense and also meet the operational expenses of internet/data card, mobile, travel, etc. Alternatively, the State / UT can also provision for these expenses from either or both of the following:

- (a) the interest earned on the fixed deposit of Seed Money given to the DeGS,
- (b) the DeGS share of the service charges levied on the applicants for availing the eDistrict services.

States / UTs may issue suitable directions to DeGS in this matter.