



**SOUTH DELHI MUNICIPAL CORPORATION  
INFORMATION TECHNOLOGY DEPARTMENT  
24<sup>th</sup> FLOOR, DR. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI-110002**

NO.SDMC/Dir.(IT)/2020/D424

Dated-07/10.2020

**Circular**

**Subject:** Engagement of M/s NIELIT for the period of three months w.e.f. 01.08.2020 to 31.10.2020 for providing of Data Entry Operator in various department of South DMC.

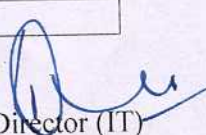
Vide letter dated 14.09.2020, IT department has issued a work order to M/s NIELIT for providing 323 Data Entry Operators for three months from 01.08.2020 to 31.10.2020 in various departments of SDMC. A Copy of the agreement signed with M/s NIELIT alongwith a copy of the work order dated 14.09.2020 are enclosed herewith for reference.

In this regard, all HODs/ DCs were requested vide letter dated 18.09.2020, to submit attendance of concerned DEOs who have worked in the months of June, July and August 2020 duly verified by their reporting officers. The information has been received from some departments, whereas the same is awaited from several other departments.

As per the work order dated 14.09.2020, M/s NIELIT shall raise a consolidated monthly bill on each department in respect of all DEOs engaged in the concerned department on the actual mandays. It is therefore requested that all departments may send the monthly attendance to NIELIT, consolidated department-wise, in respect of those DEOs whose services were actually utilized/ to be utilised by the departments during the period from 01.08.2020 to 31.10.2020. Departments may obtain necessary administrative approval of Competent Authority, wherever required, for engaging the DEOs. This may be treated as urgent, so that salary of DEOs may be released at earliest.

Department wise list of DEOs who actually worked during June – July 2020 may be sent to the urgently at [sdmc-it@mcd.nic.in](mailto:sdmc-it@mcd.nic.in) to enable IT Department to submit a proposal for approval of competent authorities for payment of their salaries. This information may be furnished in the proforma given below:

Sl No.	Name of Department	Month	Name of DEOs	DL Code	Number of Days worked	Payment due as per Minimum Wages.

  
Director (IT)  
South DMC

To,  
All HODs, SDMC

Copy to:

1. Director, NIELIT, Indelok Metro Station, Indelok, Delhi.
2. Addl. Commissioner (IT)



SOUTH DELHI MUNICIPAL CORPORATION  
INFORMATION & TECHNOLOGY DEPARTMENT  
24<sup>th</sup> FLOOR, DR. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI-110002

F-/DIT/SDMC/D-

Dated - 18.09.2020

**Subject: - Regarding furnishing of DEOs attendance working in SDMC**

All the officials/ officers of HQ and Zones are requested to submit the attendance of the concerned DEOs, who have worked in month of June, July and August 2020 duly verified by their reporting officers as per the format mentioned below: -

Name of the Office: -				
Month: -				
S.No	Name of DEO	DL Code	No. of Days Present	No of days absent

You are requested to furnish the above details before 24.09.2020 in the Office of Director (IT), 24<sup>th</sup> Floor, Dr. SPM Civic Centre, New Delhi - 110002.

*Urvashi*  
18.09.2020  
Assistant Commissioner (IT)

URVASHI SANGWAN  
Assistant Commissioner (IT) SDMC

Copy to: -

1. DC Office (All SDMC Zones)
2. All HODs (HQ)

Copy for kind information to: -

1. Addl. Commissioner (IT)
2. Director (IT)



**SOUTH DELHI MUNICIPAL CORPORATION  
INFORMATION TECHNOLOGY DEPARTMENT  
24<sup>th</sup> FLOOR, DR. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI-110002**

NO.SDMC/Dir.(IT)/2020/D-371

Dated-14.09.2020

To

The Director  
NEILIT  
Inderlok Metro Station,  
Inderlok, Delhi.

Subject: Engagement of M/s NIELIT for the period of three months w.e.f. 01.08.2020 to 31.10.2020 for providing of Data Entry Operator in various department of South DMC.

Reference: 1) NIELIT letter No.07/125/2018/NDL/FM/3497 dated 25.08.2020  
2) SDMC's email dated 08.09.2020 and NIELIT's response vide letter No. 07/125/2018/NDL/FM/3932 dated 10.09.2020

Sir,

With reference to NIELIT's letters cited above, I am directed to convey approval of the Competent Authority for the proposal for engagement of M/s NIELIT for providing 323 Data Entry Operators for a period of three months from 01.08.2020 to 31.10.2020 in various departments of SDMC, as under:

Period of contract : Three months i.e. from 01.08.2020 to 31.10.2020

Payment per DEO : Rs. 26344/- per month (including Salary, employer contribution to EPF, ESI, NIELIT charges and GST)

Other terms:

- i) NIELIT shall raise a consolidated monthly bill on each department in respect of all DEOs engaged in that department, based on the actual man days.

*Urvashi*  
14/09/2020  
**Urvashi Sangwan  
(ITS)  
Assistant Commissioner (IT)  
24th Floor, Dr. SPM Civic Centre  
New Delhi-110002**

- ii) Departments shall make payment of employer contribution to EPF, ESI to NIELIT as reimbursement on the basis of proper receipt.

Therefore, you are requested to enter into a fresh contract with IT Department urgently, in this regard.

*Urvashi*  
14/09/22

AC (IT)

Copy for information to:

1. PS to Commissioner, SDMC
2. Addl. Commissioner (IT)
3. Director (IT)
4. All HODs in SDMC

**Urvashi Sangwan**  
(ITS)  
Assistant Commissioner (IT)  
24th Floor, Dr. SPM Civic Cen  
New Delhi-110002



सत्यमेव जयते

# INDIA NON JUDICIAL

## Government of National Capital Territory of Delhi

### e-Stamp

Certificate No.	: IN-DL83553138119188S
Certificate Issued Date	: 23-Sep-2020 10:34 AM
Account Reference	: IMPACC (IV)/ dl969003/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL96900374236435506966S
Purchased by	: NIELIT DELHI CENTRE
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: NIELIT DELHI CENTRE
Second Party	: SDMC
Stamp Duty Paid By	: NIELIT DELHI CENTRE
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



Please write or type below this line.....

### AGREEMENT

### BETWEEN

**SOUTH DELHI MUNICIPAL CORPORATION**

### AND

**NIELIT, NEW DELHI**

THIS AGREEMENT entered in to. 24th Sept in the year **two thousand twenty** between IT Department, South Delhi Municipal Corporation, 24<sup>th</sup> floor, Dr. SPM Civic Centre, JLN Marg,

#### Statutory Alert:

1. The authenticity of this Stamp certificate should be verified at 'www.shcilestamp.com' or using e-Stamp Mobile App of Stock Holding. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

*Mohammed Khan*  
 प्रभारी निदेशक / Director Incharge  
 रा. इ. सू. प्रौ. सं. / NIELIT  
 2nd Floor, Parsvnath Metro Mall  
 Connaught Place, New Delhi-110052

*Urvashi*  
 Urvashi Sangwan  
 (ITS)  
 Assistant Commissioner (IT)  
 24th Floor, Dr. SPM Civic Centre  
 New Delhi-110002

New Delhi-110002, Hereinafter called "IT department of SDMC" (which term shall unless expressly excluded by or is repugnant to the context, shall include its successors and assigns) on the first part.

AND

Delhi Centre, of National Institute of Electronics and Information Technology (NIELIT), an autonomous scientific society of Ministry of Electronics and Information Technology, Govt. of India through its authorized representative Mr. Shameem Khan, Director-In-Charge, having its office at 2<sup>nd</sup> Floor, Parsvnath Mall, Inderlok Metro Station, Delhi-52. Hereinafter called "NIELIT"(which term shall unless expressly excluded by or is repugnant to the context, shall include its successors and assigns) on the other part.

WHEREAS, South Delhi Municipal Corporation and all department of SDMC intend to hire DEOs from NIELIT, to provide Data Entry various other tasks assigned by SDMC from time to time as per their skills.

WHEREAS, NIELIT had submitted a proposal to deploy DEOs to meet the day to day requirement of the department.

ANDWHEREAS, it has been agreed between the IT Dept., SDMC and NIELIT to apply the approved manpower as per the terms and conditions hereafter appearing.

NOW, THEREFORE, both parties agree as follows:

## 1. ROLE AND RESPONSIBILITIES OF NIELIT, DELHI CENTRE

- a) To deploy DEOs on purely contract basis to undertake IT related activities against the work order by different Departments/Zones/Hospitals of SDMC from time to time on the rates and terms and conditions as enumerated herein after.
- b) NIELIT will provide manpower from their empanelled list as per the eligibility criteria approved by CED Dept., SDMC and NIELIT shall deploy the same candidate if approved from competent authority of concern department of SDMC.
- c) In providing the above services, the contractual DEOs deployed by NIELIT shall understand existing IT solutions/application and shall assist the Departments in its day to day responsibility.
- d) NIELIT will provide a list of suitable empanelled candidates for selection by concern departments of SDMC within 1 weeks of receipt of request.
- e) NIELIT will organize the payment of all DEOs and will release the final payment after obtaining the NOC from the concerned dept. of SDMC.

## 2. ROLE AND RESPONSIBILITIES OF SOUTH DMC, NEW DELHI

- a) The DEOs deployed by NIELIT shall report to the designated officer of SDMC (IT)/ departments for day to day functioning.

*Shameem Khan*

प्रभारी निदेशक / Director Incharge  
रा. इ. सू. प्रौ. सं. / NIELIT  
पारसनाथ मेट्रो माल / 2nd Floor, Parsvnath Metro Mall  
इन्दरलोक मेट्रो स्टेशन / Inderlok Metro Station  
नई दिल्ली-110052 / New Delhi-52

*Urvashi*

Urvashi Sangwan  
(ITS)  
Assistant Commissioner (IT)  
24th Floor, Dr. SPM Centre  
New Delhi-110002



- d) NIELIT will raise a consolidated monthly bill department wise in respect of all DEOs provided to SDMC on receipt of consolidated attendance from SDMC in the prescribed format (**Annexure-I**) latest within three days of the last day of attendance period in a lot attested by Competent Authority.  
NIELIT will make the payment to deployed staff within two working days, after receiving the RTGS from departments of SDMC.
- e) Consolidated remuneration of DEO's (non graduate) shall be as per Minimum Wages Act and is subject to revision as per notification issued by Labour Department in consonance within Minimum Wages Act. Revision will be automatically applicable and NIELIT charges shall also be affected accordingly. NIELIT will ensure the timely payment of all the staff working in SDMC after getting the payment from the respective department.

#### 4. GENERAL TERMS AND CONDITIONS:

- a) The DEOs shall submit the resignation letter to NIELIT duly forwarded by concern departments of SDMC. NIELIT shall provide relieving certificate to the /DEOs only on receipt of the **No Dues/Clearance Certificate** given by concern departments of SDMC.
- b) The DEOs shall submit his resignation with at least 15 days notice period to NIELIT. The notice period shall start only after receipt of the forwarded resignation letter from concern department of SDMC.
- c) The /DEOs will be deputed for a minimum period of six months or as specified by department till the validity of this agreement. **During the extension of any DEOs, a mandatory one day break shall be recommended by concern departments of SDMC in case the candidate has completed one year of service.** Approval for extension of services of deployed /DEOs should reach NIELIT before expiry of the period as defined above.
- d) The performance of DEOs deployed by NIELIT shall be constantly monitored and can be extended further depending on individual's performance and the requirement of the department.
- e) The DEOs will avail holidays as per list of holidays of the concern departments of SDMC only after prior sanction of the competent authority. One day casual leave is entitled for every month after getting the prior approval from the competent authority.
- f) Maternity leave to female /DEOs shall be applicable as per Maternity Benefit Act. All these leave shall be sanctioned and records maintained by the concern department of SDMC.
- g) The DEOs who are eligible for maternity leave shall submit the maternity application letter to NIELIT duly forwarded by concerned department of SDMC. NIELIT will give maternity leave to the /DEOs as per eligibility criteria and maximum up to his deployment in departments.
- h) The DEOs deployed by NIELIT, shall work at concern department of SDMC. The working schedule /days and timing will be as per dept. where the contractual

*M. Anand Chm*  
प्रभासी निदेशक / Director Incharge  
रा. इ. सू. प्रौ. सं. / NIELIT  
पारसनाथ मेट्रो माल / 2nd Floor, Parsvnath Metro Mall  
इन्दरलोक मेट्रो स्टेशन / Inderlok Metro Station  
नई दिल्ली-110052 / New Delhi-52

*Urvashi*  
Urvashi Sangwan  
(ITS)  
Assistant Commissioner (IT)  
24th Floor, Dr. SPM Civic Centre  
New Delhi-110002



employees would be deployed. They may also be deployed in shift duties of similar duration. They may also be deployed on Saturdays/Sundays/Holidays depending on the exigencies of work of concerned department.

i) Concern department of SDMC reserves the right to vary the number of DEOs during contract period.

j) In case any Department complaints to NIELIT in writing that DEO engaged through NIELIT has indulged in the negligence or any illegal/irregular activities, misconduct and advise punitive action. NIELIT will forfeit his/her security amount and withhold his/her salary till clearance is received from the concern department of SDMC.

k) NIELIT charges shall remain fixed during the contract period.

## 5. VALIDITY

This agreement is valid for a period from 1<sup>st</sup> August 2020 upto 31<sup>st</sup> October 2020 and can be extended by the parties on mutual consent subject to prior approval of the Competent Authority with terms and conditions as mutually agreed upon.

## 6. TERMINATION OF CONTRACT

South DMC shall be at liberty to terminate this agreement if it considers that the services of NIELIT/Core/DEOs are not further required by the concern department of SDMC after notice of 30 days.

## 7. REPLACEMENT OF DEOS

If the performance of the core/DEOs are not satisfactory, the concerned dept. of SDMC can ask NIELIT to provide a suitable replacement. The person in future will not be posted in any dept. of SDMC. In case of financial matter, the last salary remuneration and security will be withheld till the NOC is received from the concerned dept. of SDMC.

## 8. DISPUTE REDRESSAL

All disputes of differences whatsoever arising out of or in any way touching or concerning this agreement (except those the decision where of is otherwise herein before provide for) shall be referred to the Civil Court under jurisdiction of Delhi Courts.

It is hereby further agreed between the parties that the stamp duty payable under the law in respect of this agreement shall be borne by NIELIT.

In witness where of the parties have here into set and subscribed the hands and seals on the date month and year first above written.

Assistant Commissioner (IT)  
(ITS)  
Ghanshi Sengwan  
24th Floor, Dr. SPM Civil Centre  
Delhi-110002

Usweja

14/10/2020  
110052 / New Delhi-52  
Inderlok Metro Station  
2nd Floor  
Dr. SPM Civil Centre  
Delhi-110002  
for Incharge  
Kishan Ch

For and on behalf of  
South Delhi Municipal Corporation

Signature :

Name :

*Urvashi*  
24/09/2020  
URVASHI SANGWAN

Date :

Place :

*Urvashi Sangwan*  
New Delhi (ITS)

In presence of

Signature :

Name :

*Kumar*  
Swapan Kumar

Date :

Place :

24/09/2020  
Delhi

Assistant Commissioner (IT)  
24th Floor, Dr. SPM Civic Centre  
New Delhi-110002

For and on behalf of NIELIT, New Delhi  
Ministry of Electronics & IT

Signature :

Name :

*Shameem Khan*  
SHAMEEM KHAN

Date :

Place :

24/9/2020  
Delhi

In presence of

Signature :

Name :

*Amit Jain*  
AMIT JAIN

Date :

Place :

24/09/2020  
Delhi

प्रभारी निदेशक / Director Incharge  
रा. इ. सू. प्रौ. सं. / NIELIT  
पारसनाथ मेट्रो मॉल / 2nd Floor, Parsvnath Metro Mall  
इन्दोलोक मेट्रो स्टेशन / Indralok Metro Station  
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