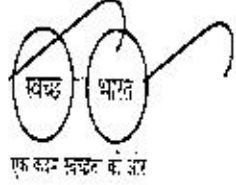




**MUNICIPAL CORPORATION OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
24th FLOOR, DR. SPM CIVIC CENTRE
J.L. NEHRU MARG, NEW DELHI-110002**



No. MCD/DIT/2024/D- 974

Dated:-09.01.2024

CIRCULAR

Sub: Nomination of Nodal Officer for each application Developed by NIC along with in-house applications.

In pursuit of an efficient and coordinated approach to managing e-Gov. Project of MCD, we are pleased to inform that a nodal office may be appointed application wise by the all the HODs, so that proper communication may be ascertain in the means of days to days disposal of IT related work and proper development of the new software development. Responsibilities of the nodal officer are as under:

1. Nodal officer will act as a central point of contact from the user department and will coordination with IT Department regarding the application assigned to them.
2. Nodal officer will ensure to collect timely and accurate dissemination of information and provide the same to IT Department related to the application development. If any committee constituted for this purpose nodal officer will take approval and same will communicate to IT Department.
3. For implementation and enforcement of policies, guidelines, or procedures related to the assigned application nodal officer will coordinate timely with IT Department and also ensure compliance with regulatory requirements and organizational standards.
4. Facilitate training programs for team members or stakeholders to enhance their skills and knowledge in the assigned area.
5. Ensure compliance with internal and external regulations. Facilitate or participate in audits related to the assigned responsibilities.
6. Henceforth all the internal communication with IT Department will be done by nodal officer through e-office and NIC email only and other means of approach like calls, messages, whatsapp and other source of email will not be entertained by the IT Department.
7. The documentation of software development life cycle (SDLC), Change Request (CR), etc. must be routed thorough HOD.

Therefore, all HODs are requested to nominate a nodal officer for each application and share mobile no and email id, to adhere the above mentioned points.

This issue with the approval of Commissioner, MCD,

Admin. Officer (IT)

Copy to:

1. All HODs
2. HOD, MCD-NIC Project
3. Consultant (IT)-I- request to follow the documentation of software development.

Copy for kind information to:

1. Commissioner, MCD
2. Addl. Commissioner (SM)
3. Addl. Commissioner (ARS)