



**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.

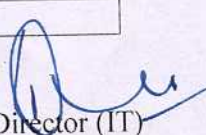
Vide letter dated 14.09.2020, IT department has issued a work order to M/s NIELIT for providing 323 Data Entry Operators for three months from 01.08.2020 to 31.10.2020 in various departments of SDMC. A Copy of the agreement signed with M/s NIELIT alongwith a copy of the work order dated 14.09.2020 are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



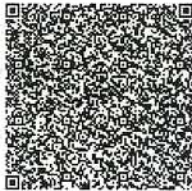
सत्यमेव जयते

# 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  
 New Delhi-110052

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

