

Government of NCT of Delhi  
**Department of Information Technology**  
9<sup>th</sup> Level, B-Wing, Delhi Secretariat,  
New Delhi

File No: A-13/6/2016-SeMT-Secy(IT) / 1853 - 1922

Date: 10/03/2016

## Circular

**Sub: Inviting Nominations for Chief Information Officers' Programme(CIOs') under Capacity Building e-Governance Phase II**

Department of Electronics and Information Technology (DeitY), Ministry of Communication and Information Technology (MCIT), Government of India, as a part of Capacity Building training under Digital India Programme has invited Nominations for Chief Information Officers' Programme(CIOs') under Capacity Building e-Governance Phase II

2 The "Capacity Building in e-Governance Phase II"( CB Phase 2 Scheme of GoI) offers a wide range of trainings for officers in Central & State/UT Governments who are actively involved in e-Governance initiatives. Details of training Program under CB II is attached as Annexure-I. Also, Communication received from DeitY regarding training nomination is attached as Annexure-II

3. Following training has been planned under Capacity Building Phase-II:

Name of CIO Training Programme	Target Participants	Program Dates/Duration/Location
e-Governance Champions Programme (eGCP)	Officers who are managing e-Governance Mission Mode Projects, at the level of Director/Additional Director/Joint Director or equivalent with at least 08	28 <sup>th</sup> March to 16 <sup>th</sup> April 2016 And 24 <sup>th</sup> Apr to 30 <sup>th</sup> April 2016 (3 Weeks)  Location: Hyderabad/Pune/Bengaluru/New

	years of experience Age Limit: 52 years	Delhi
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4. The CIO Training Programmes are completely funded by DeitY( Except the travel to the training Venue and Back which has to be borne by respective departments).

5. Each Line Department/Board/Corporation is requested to send 1(one) nominations for each training program duly approved by the competent authority in following format before 14<sup>th</sup> March 2016 to Department of Information Technology, GNCTD at [sumit.kumar@semt.gov.in](mailto:sumit.kumar@semt.gov.in) in the prescribed format given below-

Name of CIO Training Programme	Name, Department and Position of Nominee	Email ID and Phone No	Name of IT/e-Governance Projects handled(ongoing projects can also be added)
e-Governance Champions Programme (eGCP)			
e-Governance Leadership Programme (eGLP)			
e-Governance Executive Program			

6. In case of any clarification, Shri Sumit Kumar, Sr. Consultant, SeMT may be contacted on his mobile number 8527054600.



7. These nominations will be further filtered as only two people have to be nominated for each training programme from GNCTD. Once the officer for the training is selected by DEITY then the nomination cannot be withdrawn.

8. It is requested that necessary action may kindly be taken.

With Regards,

Yours sincerely



(Ajay Chagti)  
Special Secretary (IT)



Department of Electronics & Information Technology  
Ministry of Communication & IT,  
Government of India

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI

24 FEB 2016

Dy. No.

Digital India

Secretary  
Raj. Sec.  
Govt. of NCT of Delhi

24 FEB 2016

Dy. No.

422/2016/9164



National e-Governance Division



## e-Governance Champions Programme

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels. The objective is to sensitize the political and policy level decision makers at Central and States/UTs levels and to build the in-house capacity for implementation of various e-Governance initiatives.

### Background

The core objective of the Capacity Building Scheme Phase II is to build capacities in Central Line Ministries and State/UT Line Departments for implementation of various e-Governance initiatives and to enhance the abilities of the project teams in developing a holistic understanding on visualizing, conceiving and delivering projects

### Chief Information Officers' (CIO) Training Programmes

The CIO programmes aim to create e-Governance Champions within Line Ministries/Departments (both at the centre and states), who will lead or implement the MMPs under NeGP or other e-Governance projects.

### e-Governance Champions Programme (eGCP)

#### Programme Objectives

- Create awareness about the need for, benefits and challenges of the successful implementation of the National e-Governance Plan (NeGP)
- Provide an holistic and in-depth understanding of the key activities, challenges and related solutions for e-Governance
- Present frameworks and methodologies related to various aspects of e-Governance project design and management
- Stimulate government officers to experience and learn from the successes, failures, best practices of e-Governance projects in India and abroad

### Duration



4 Weeks

### Best Practises Locations



#### Domestic

Hyderabad/ Gandhinagar/  
Bengaluru/ New Delhi



#### International

Estonia

### Programme Dates



28<sup>th</sup> Mar to 16<sup>th</sup> Apr 2016  
and 24<sup>th</sup> to 30<sup>th</sup> Apr 2016

### Speakers



From Government  
Academia, Industry Practitioners  
and Experts

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- Provide the necessary ingredients to the participants for enabling them to lead e-Governance initiatives in their respective departments

### Course Overview

- Digital India framework (special emphasis on e-Kranti)
- e-Governance National perspective & way forward
- e-Governance Project Lifecycle
- Regulatory Framework for e-Governance
- Government Process Reengineering (GPR)
- Change Management
- RFP and bid process management
- Business Models
- Emerging Technologies – SMAC
- Stakeholder Management
- Organization Design & Implementation
- Contract design & management, Exit management
- Risk Management

### Target Participants

Officers who are managing the e-Governance MMP projects, at the level of Director/ Additional Director/ Joint Director/ Deputy Secretary or equivalent with at least 08 years' experience.

Age limit: 52 years

\* Preference will be given to officers who are presently working in e-Governance projects and likely to continue working in the projects at least for the next one year.

\* A valid official passport, containing at least two blank pages for visa, is mandatory for international travel. The Passport must be valid for at least 6 months after the expiry date of the visa.

**Batch Size:** 25 Participants

### Logistics

All training arrangements including boarding, lodging and local & international travel would be made by NISG. However, the following expenses shall be borne by the respective departments.

- One time travelling expense of the participants to reach the training venue and back to Headquarters
- The DA/Per diem allowance for the International training

\* All travel for Domestic & International training shall be by economy class only.

\* Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme

### Nomination Process:

Interested candidates may apply online through <http://trms.nisg.org>. The duly filled nomination forms along with a copy of approval from the nominating authority/ HoD should be sent to NISG through the online nomination system on or before **14th March, 2016**.

Please visit [www.deity.gov.in](http://www.deity.gov.in) and [www.negd.gov.in](http://www.negd.gov.in) for further details on Digital India programme and various e-Governance initiatives



National Institute for  
Smart Governance

**For further queries regarding the training programmes, please contact:**

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Department of Electronics & Information Technology  
Ministry of Communication & IT,  
Government of India



# CAPACITY BUILDING PHASE II



National Institute for Smart Government



Digital India (DI) Programme has paved the system to transform governance functioning and the way public services are provided to the citizens and businesses. DI aims to transform India into a knowledge-based country.

It is an ambitious programme, where the thrust is on digitization to enable delivery of good governance to citizens by harmonized and synchronized engagement with the Government.

Under the National e-Governance Plan, the Department of Electronics & Information Technology (DeitY), Government of India has approved the Capacity Building Scheme Phase II, to give impetus in building capacities within the government by adapting a harmonized and synchronized approach, to ensure the availability of right skills.

The core objective of the Capacity Building Scheme Phase II is to build capacities in Central Line Ministries and State/UT Line Departments for implementation of various e-Governance initiatives. This is to enhance the abilities of the project teams, to have a holistic understanding on visualizing, conceiving and delivering projects.

The Capacity Building Scheme Phase II is categorized into the following five programmes:

### Special Training programmes in e-Governance for Central Line Ministries (CLM)

The "CLM Programmes" aim to sensitize senior political personnel (Members of Parliament) and policy level bureaucrats of Central Ministries for their support and commitment in taking Digital India Programme and e-Governance Projects forward, integrated delivery of various Government Services for the Citizens of the Country.

The CLM training programmes are envisaged at three levels:

Programme	Target Participants	Duration	Batches
CLM-Leadership	Hon'ble Members of Parliament/Chairpersons of various Boards and Commissions at Central Level and equivalent.	Half day	1
CLM-S1 level	Secretaries / Additional Secretaries/ Joint Secretaries to Government of India, Director Generals, Commissioners in Central Level and equivalent.	One day	1
CLM-S2 level	Directors, Deputy Directors, Under Secretaries and Section officers of particular Mission Mode Project, Staff of Directorates /Commissions involved in the MMP and . equivalent.	One & Half day	2

### Chief Information Officers' (CIO) Training Programmes

The CIO programmes aim to create e-Governance Champions within Line Ministries/Departments (both at the centre and states), who will lead or implement the MMPs under NeGP or other e-Governance projects. The CIO programmes also help them understand basic elements to complex issues pertaining to e-Governance project execution.

The CIO programmes under Capacity Building Scheme Phase II are categorized into three types:

Programme	Target Participants	Duration	Batches
e-Governance Leadership Programme (eGLP)	Senior officials from Central and State Government at the level of Joint Secretary/Director and equivalent (central) and at the level of Principal Secretary / Secretary / Head of Department and equivalent (State)	2 weeks	1
e-Governance Champions Programme (eGCP)	Officials from Central and State Government at the level of Director, Additional Director, Joint Director, Chief Engineer or equivalent	4 weeks	2
e-Governance Executive Programme (eGEP)	Officials from Central and State Government at the level of Deputy Director, Assistant Director, Technical and Block level officers or equivalent	5 weeks	1

### Train The Trainer (TTT) Programmes

The TTT programmes aim to create and enhance a pool of expert trainers whose expertise can be used by the Central and State/UT Governments for their e-Governance training programmes. It also standardizes the delivery of content, ensure that a comprehensive and quality facilitation of e-Governance lifecycle is delivered across the country through multiple training programmes.

Programme	Target Participants	Duration	Batches
TTT-Recognized Trainer in e-Governance	Faculty of State & Central ATIs/Government Officers, Retired e-Governance professionals, Academicians from Universities or affiliated colleges, Alumni of CIO programmes, Members of SeMT.	2 weeks	4

### Thematic Workshops

The Thematic Workshops aim to enhance the awareness and understanding of issues relating to various themes and processes of e-Government Projects. The workshop also familiarizes the participants with standards, guidelines and Best Practices of respective themes. It also provides a platform to encourage cross learning among the participants representing various states.

Programme	Target Participants	Duration	Batches
Thematic Workshops	Members of PMU engaged in various MMP projects & State e-Governance projects; State e-Governance Mission Team (SeMT) Project Mission Team (PeMT) NeGD officials	2 days	5



### SeMT Orientation & Refresher Programmes

SeMT programmes aim to disseminate the knowledge about e-Governance and its components among the participants and sensitize them for their possible contribution. It is being a part of ambitious mission of comprehending the good governance, enabled by e- Governance. To provide an idea of functioning in a Government setup and equip them with the basic processes/procedures/protocols for documentation, internal/ external communication/ approvals. Acquaint the participants with hands on information on various components, policies, guidelines and initiatives under various MMP's of National e-Governance Plan.

Programme	Target Participants	Duration	Batches
Orientation & Refresher Programmes	State e-Governance Mission Team (SeMT)	4 to 6 days	2

### e-Learning Programmes

The e-learning programmes aim at providing self-paced learning platform for interested Government officers to understand the various concepts of e-Governance Project Lifecycle. The e-learning programme is a certificate course, where participants have to enroll themselves online and complete the entire e-learning programme in a span of one month.

Programme	Target Participants	Duration	Batches
e-Learning on e-Governance Project Lifecycle (eGLC)	Government officers across the country and SeMTs	15 to 20 hours	2

### Nomination Process:

Interested candidates should apply through <http://trms.nisg.org>. The eligibility criteria and the procedure for application for training programmes are mentioned in the website. The duly filled nomination form along with a copy of approval from the nomination authority should be sent to NISG through the online application system.

*Note: It is mandatory that nominations should be submitted online only.*

### For any further queries, please contact:

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असं पत्र सं :

D.O.NO.....NeGD/03-17/2015



भारत सरकार

GOVERNMENT OF INDIA

संचार और सूचना प्रौद्योगिकी मंत्रालय  
 MINISTRY OF COMMUNICATIONS AND IT

इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी विभाग  
 DEPARTMENT OF ELECTRONICS AND  
 INFORMATION TECHNOLOGY

इलेक्ट्रॉनिक्स निकेतन/ELECTRONICS NIKETAN

6,सौ.जी.ओ. कॉम्प्लेक्स / 6,C.G.O. COMPLEX

नई दिल्ली /New Delhi-110003

Website : www.deity.gov.in

16.02.16

दिनांक/Dated.....

**Sub: Inviting nominations for Chief Information Officers' (CIOs')  
 programmes under Capacity Building in e-Governance Phase II – Reg.**

Dear

As part of its Capacity Building efforts under the Digital India programme and for accelerating the implementation of the National e-Governance Plan (NeGP), the Department of Electronics and Information Technology (DeitY), Ministry of Communication & Information Technology (MCIT), Government of India, has taken up number of initiatives for conducting specialized training programmes for the officers of Central and State Governments.

2. The "**Capacity Building in e-Governance Phase II**" (CB phase II) offers a wide range of training programmes in e-Governance domain for Government officers in Central & State/UT Governments, who are actively involved in the implementation of e-Governance MMPs or other state-level e-Governance initiatives. The National e-Governance Division (**NeGD**), under DeitY, is implementing the CB phase II programme and the National Institute for Smart Government (**NISG**) is the executing agency for conducting these programmes.

3. The Chief Information Officers' (CIOs') Training Programmes, one of the components of the Capacity Building Scheme Phase II, is one such comprehensive programme designed to build the knowledge and skills of selected officers who are *leading, managing and implementing e-Governance Mission Mode Projects (MMPs)* under NeGP and other e-Governance projects in the Central Ministries/Departments or States/UTs.



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4. At present, we are starting with the CIO – e-Governance Champion Programmes, the details are given below:

<b>Name of the CIO Programme</b>	<b>Target Participants</b>	<b>Programme Dates / Duration/Location*</b>
e-Governance Champions Programme (eGCP)	Officers who are managing the e-Governance MMP projects, at the level of Director/ Additional Director/ Joint Director or equivalent with at least 08 years' experience Age limit: 52 years	<b>28<sup>th</sup> Mar to 16<sup>th</sup> Apr 2016 and 24<sup>th</sup> to 30<sup>th</sup> Apr 2016</b> (3 weeks) Location: Hyderabad/ Pune/ Bengaluru/ New Delhi

You are requested to kindly nominate two officers for the above mentioned programme, based on the criteria indicated in the table. Since, the number of participants for the programme is limited to 25, it is possible that one officer out of the two nominated would be selected for this programme.

5. In addition to e-GCP programme which is meant for middle level officers you can also nominate minimum two officers for other programmes under CIO meant for senior level and for executive level officials, for which tentative dates are mentioned below:

<b>Name of the CIO Programme</b>	<b>Target Participants</b>	<b>Tentative Programme Dates / Duration/Location*</b>
e-Governance Leadership Programme (eGLP)	Officers who are leading the e-Governance MMP projects, at the level of Principal Secretary/ Secretary/ HoD from the MMP related departments Age limit: 54 years	<b>4<sup>th</sup> to 9<sup>th</sup> April 2016</b> (1 week) Location: New Delhi
e-Governance Executive Programme (eGEP)	Officers, who are implementing the e-Governance MMP projects, at the level of Deputy Director/ Assistant Director/ Deputy Secretary or equivalent with at least 05 years' experience Age limit: 50 years	<b>6<sup>th</sup> June to 2<sup>th</sup> July 2016</b> (4 weeks) Location: Hyderabad/ Ahmedabad/ Bengaluru/ Thiruvananthapuram

The CIO training programmes are completely funded by DeitY (except the travel to the training venue and back). A brochure containing details of CIO programmes is enclosed as **Annexure II**.

6. In addition to the above-mentioned duration, DeitY is considering to conduct a one-week International Best Practices Study Tour (IBPT) for select participants of the CIO programmes, after the completion of the domestic component of the programmes. The details of the IBPT will be shared with the nominated officers at a later date.

7. Interested officers may send their nominations through online on **<http://trms.nisg.org>**. The last date for receipt of the nominations is **20-March 2016**. Further programme details and contact persons' information are available in the programme brochure.

With regards,

Yours sincerely,


Sd/-

**(Dr. Ajay Kumar)**

Encl: Brochures on CIO training programmes

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Chief Secretary  
Government of NCT Delhi  
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**(Dr. Ajay Kumar)**