Subject:

Chief Information Officers' (CIOs) Training programs for officers of Central and State/UT Governments- Nominations for e-Governance Executive Programme (eGEP).

Will the Principal Secretary to Govt. of Haryana, Information Technology Department kindly refer to the subject noted above?

2. A Copy of letter. No. 4(5)/2011/EG-I/V.II dated 13.05.2013 along with its enclosures received from Sh. Rajiv Gauba, IAS, Additional Secretary, Government of India, Ministry of Communications and Information Technology, Department of Information Technology, Electronics Niketan, New Delhi is sent herefwith for further necessary action.

Superintendent Praining,

for Chief Secretary to Govt., Haryana.

To

The Principal Secretary to Govt. of Haryana, Information Technology Department. stant addition enclosures received from ISh. Rank Camba, LAS Thee inch.

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Date of Chartingaria the 39

RAJIV GAUBA, IAS Additional Secretary Tel No.: 24363114

Fax No: 24363119 Email: asegov@nic.in

दूरभाष/Tele:

अ०स० पत्र (5)/2011/EG-I/V.II

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Did. 1997

Date 23

भारत सरकार

GOVERNMENT OF INDIA संचार और सूचना प्रौद्योगिक मंत्रालय

MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY सुचना प्रौद्योगिकी विभाग

DEPARTMENT OF INFORMATION TECHNOLOGY इलेक्टॉनिक्स निकेतन

ELECTRONICS NIKETAN ६,सी.जी.ओ. कॉम्पलेक्स / ६,C.G.O. COMPLEX

> नई दिल्ली /New Delhi-110003 Website : www.mit.gov.in

दिनांक/Dated......13<sup>th</sup> May, 2013

Dear Sir/Madam,

Subject: Chief Information Officers (CIOs) training programmes for officers of Central and State/UT Governments - Nominations for e-Governance Executive Programme (eGEP)

As part of its Capacity Building efforts for accelerating the implementation of the National e-Governance Plan (NeGP), the Department of Electronics and Information Technology (DeitY) is conducting specialized training programmes for the officers of Central and State/UT Governments. The Chief Information Officers' (CIOs') Training Programme is one such comprehensive programme designed to build the knowledge and skills of selected officers who are leading or have been identified to lead e-Governance Mission Mode Projects (MMPs) under NeGP and other e-Governance projects in the Central Ministries/Departments or States/UTs.

- National e-Governance Division (NeGD) under the DeitY has formulated a nation-wide rollout of the CIOs' Training Programme under the following three categories: e-Governance Leadership Programme (eGLP), e-Governance Champions Programme (eGCP) and e-Governance Executive Programme (eGEP). The National Institute for Smart Government (NISG) is the executing agency for organizing these training programmes. One programme each under eGLP and eGCP have already been organized successfully.
- 3. It is now proposed to conduct 2 batches of the 6 week eGEP training programme for Government officers who are involved in the implementation of e-Governance projects at the National or State level. Each batch of the 6-week eGEP training programme will be conducted over 2 phases of 3-weeks each, with a 2-month break between the phases. During the break, each participant would be required to take up an e-Governance project in his or her Department and share the learning from the project in the second phase.



4. The following dates are proposed for the 2 batches:

S.No	Program	Training Dates	Duration
Batch	eGEP	Phase I: 01 July -20 July, 2013	
1		Phase II: 16 Sept - 05 October, 2013	6 Weeks Training programme;
Datab	CED	Phase I: 23 Sept - 12 October, 2013	To be conducted in 2 phases.
Batch 2	eGEP	Phase II: 02 Dec- 21 Dec, 2013	

The six weeks Training Programme will be conducted in two Phases. In Phase – I, two weeks at Hyderabad and one week domestic field visit and in Phase –II, two weeks at Hyderabad and one week for international training. The training programme is completely funded by DeitY (except travel to the domestic training venue and back). A brochure containing details of this programme is enclosed along with the nomination form.

- 5. It is requested that you may kindly nominate two officers for each of the two batches mentioned above at the level of Deputy/Assistant Director, Sub-Divisional/Tehsil/Block level officers, Under Secretary/ Section Officer, or equivalent from your State/UT. For each batch, one of the two officers should be a field functionary. Other relevant details are provided in the brochure.
- 6. It is requested that the nominations may kindly be sent to us by **31-May 2013.**

Yours sincerely,

(Raijy Gauba)

Enclosed: i) Brochure on eGEP

ii) Nomination Form

To,

The Chief Secretaries of States/UTs

Copy to:

The Principal Secretary (IT)/Secretary (IT) of States/UTs









# **Nomination Form**

Completed forms should reach latest by 31-May 2013

Complet	ed forms should reach latest by <b>31-May 2013</b>
Completed form should b ankit.verma@negp.gov.ir	e sent by email(scanned copy) to <u>ciotraining@nisg.org</u> with a copy to
I) PERSONAL DETAILS	
Title(Dr/Mr/Ms/Mrs)	
First Name	
Middle Name	
Last Name	
Date of Birth (dd/mm/yyyy)	
Details of Present posting	
Designation	
Department	
State/UT/Centre	
Date of Joining into	
Government Service	
(dd/mm/yyyy)  Date of Joining into	
Present Post	
(dd/mm/yyyy)	

## **Contact Details:**

	house	
-	6	-
	1	

Office Tel No. (with STD Code)	Fax No. (with STD Code)	
Mobile No.	Residential Tel No.(with STD Code)	
Official email		
Personal email		
Official Postal Address (with PIN Code)		

# II) Qualifications

Qualification	1.
Qualification (two highest in chronological order)	2.
Professional Qualifications	1
Professional Qualifications	2
Any other Certification courses	

# III) EXPERIENCE (Details of previous two postings)

S.No	Period		Department	Designation
	From	То	*	
1				
2				

Accomplishments and experience in e-GovernanceProject during your career (Max. 3):

# IV) Present e-Governance Project involvement and Role :

## PROJECT DETAILS

1	Name of the Project	
2	Owner Department(s)	
3	Your Role in the Project	
4	Time frame of the Project	
	a. Conceptualization	
	b. Implementation	
5	Geographical coverage	
	a. Pilot (name the locations)	
	b. Roll out	
6	Total financial outlay of the Project	
7	Has the financial outlay been approved?	

# V) INTEREST IN CIO e-GOVERNANCE CHAMPIONS PROGRAM

Please stateyour interest and expectation from CIOe-Governance Championstraining programme? (250 words)

Date:

Signature

# VI) DETAILS OF NOMINATING AUTHORITY

Title(Dr/Mr/Ms/Mrs)	
First Name	
Middle Name	
Last Name	
Designation	
Office Telephone No.	
Fax No.	
e-mail	
Official Postal Address (with Pin Code)	
What is your expectation from the	
candidate after completion of the	
training programme	
How would you be using the	
candidate's Knowledge and Skills after	
completion of the training programme	

Date

Signature













## **Nomination Form**

Completed forms should reach latest by 31-May 2013

Completed form should be sent by email(scanned copy) to <a href="mailto:ciotraining@nisg.org">ciotraining@nisg.org</a> with a copy to <a href="mailto:ankit.verma@negp.gov.in">ankit.verma@negp.gov.in</a>

Title(Dr/Mr/Ms/Mrs)	
First Name	
Middle Name	
Last Name	
Date of Birth (dd/mm/yyyy)	

### **Details of Present posting**

I) PERSONAL DETAILS

Designation	
_	
Department	
State/UT/Centre	
Date of Joining into	
Government Service	
(dd/mm/yyyy)	
Date of Joining into	
Present Post	
(dd/mm/yyyy)	

## **Contact Details:**

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	1

Office Tel No. (with STD Code)	Fax No. (with STD Code)	
Mobile No.	Residential Tel No.(with STD Code)	
Official email		
Personal email		
Official Postal Address (with PIN Code)		

# II) Qualifications

Qualification (two highest in chronological order)	1.       2.
Professional Qualifications	2
Any other Certification courses	

# III) EXPERIENCE (Details of previous two postings)

S.No	Period		Department	Designation
	From	То		
1				
2				

Accomplishments and experience in e-GovernanceProject during your career (Max. 3):

## IV) Present e-Governance Project involvement and Role:

### **PROJECT DETAILS**

1	Name of the Project
2	Owner Department(s)
3	Your Role in the Project
4	Time frame of the Project
	a. Conceptualization
	b. Implementation
5	Geographical coverage
	a. Pilot (name the locations)
	b. Roll out
6	Total financial outlay of the Project
7	Has the financial outlay been approved?

## V) INTEREST IN CIO e-GOVERNANCE CHAMPIONS PROGRAM

Please stateyour interest and expectation from CIOe-Governance Championstraining programme? (250 words)

Date: Signature

# **VI) DETAILS OF NOMINATING AUTHORITY**

Title(Dr/Mr/Ms/Mrs)	
First Name	
Middle Name	
Last Name	
Designation	
Office Telephone No.	
Fax No.	
e-mail	
Official Postal Address (with Pin Code)	3
What is your expectation from the	
candidate after completion of the	
training programme	
How would you be using the	
candidate's Knowledge and Skills after	
completion of the training programme	
	4

Date

Signature









Department of Electronics & Information Technology
Ministry of Communications & Information Technology
Government of India



# **e-Governance Executive Programme**

About the CIO Programme: As part of its Capacity Building efforts for accelerating the implementation of the National e-Governance Plan (NeGP), the Department of Information Technology (DeitY) has taken a number of initiatives for specialized training of the officers of the Central and State Governments. The CIO's Programme is one such initiative. After the success of pilot batches, two training batches have been successfully completed under the CIO National Roll-out Programme.

The Objective of the Programme: To train selected officers from within Line Ministries/Departments (both at the Centre and States), who are supporting/managing or have been identified to support/manage MMPs under the NeGP or other e-Governance projects and help them understand implementation from the very basic elements to complex issues pertaining to e-Governance project execution.

**Likely outcome of the Programme:** A talent pool of e-Governance Executives who support and manage e-Governance projects across the country.

### **Participant Profile**

- Officers in the Centre/State/UT at the level of Under Secretary, Section Officer, Deputy Director, Assistant Director, Tehsil and Block level officer or equivalent with at least 5 years' experience.
- Preference shall be given to nodal officers working/ identified to work on the Mission Mode Projects (MMPs) under National or State e-Governace projects.
- Upper Age limit should not exceed 52 years as on 01.01.2013

Batch Size: 25 Officers

**Duration:** 6 Weeks, to be conducted in two phases with a gap of two months in between. Phase I will focus on the basics of e-Governance project management and execution. During phase II, the focus would be on assimilating the learnings and holding the International Best Practices training.

#### Teaching Methodologies

- Classroom interactive sessions
- Field Visits
- Individual/Group assignments
  - Programme Details :

- Video Conference
- Learning Sessions with e-Governance practitioners
- · Exposure to International e-overnance Projects
- Project Work & Case Studies



#### Batch I

Phase I: 1- 20 July, 2013 Phase II: 16 September - 5

October, 2013



### Speakers

From Government, Academia, Industry Practitioners and Experts



#### Course Fee

DeitY Sponsored\*

\*Please refer to section on Logistics



#### **Participant Profile**

Under Secretary, Section
Officer, Dy. Director, Asst.
Director, Tehsil and Block level
officer or equivalent at the
Centre/State/UTs



## **Domestic Venue**

Hyderabad

#### **Best Practices Training**

Domestic - To be decided International - To be decided



#### **Contact Person**

**Dr Vashima Shubha** vashima@negp.gov.in +91-9810771053 + 91- 011-30481619

Ms Sridevi Ayaluri ayaluri.sridevi@nisg.org +91-9866248887 +91-040-66545352





## Course Overview

- · e-Governance Project Life Cycle
- Understanding stakeholder Engagement and Project Assessment
- · Process Reengineering in Government
- · Legal & Policy Framework for IT
- Technology Trends in hardware, software, communications & networks
- Developing Business Models for sustained success
- Understanding concepts of PPP
- · Procurement of e-Governance Project
- Managing Contracts and Service Level Agreements
- Cyber Security Management
- · Information Security Management
- Managing People for e-Governance Transformations
- Project Management for large e-Governance projects
- Monitoring and Evaluation Tools and Methodologies
- National and International e-Governance Practices

## Receipt of applications

Duly filled in application forms of the officers from the Centre/State/UT may be sent to NISG with a copy to NeGD.

Ms Sridevi Ayaluri, DGM, CB & KM National Institute for Smart Government (NISG) YSR Bhavan, Financial District, Nanakramguda, Hyderabad – 500032 Andhra Pradesh. ayaluri.sridevi@nisg.org



+91 9866248887



Ph: 040-66545352 Fax: 040-66545300

# **Application Procedure**

- · Applications are being invited by NeGD.
- More than one nomination can be sent from each Ministry Department. However, the selection committee may limit the number of candidates, keeping in view the need to ensure uniform spread across the country
- Nomination forms are attached and can also be downloaded from <u>www.nisg.org</u> or <u>www.negp.gov.in</u>
- The Nominating department shall communicate the approval of the competent authority for undertaking the international study tour.

## Logistics

- All training arrangements including boarding, lodging and local & international travel will be made by NISG.
   However, the following expenses will be borne by the respective derpartments.
  - Travel expense of the participants to reach the training venue and back to their headquarters
  - ii) DA/Per diem allowance for the International training
- All travel for Best Practices Training, Domestic & International, will be by economy class only.
- Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme.

## Calender for eGEP Programme:

Batches	Planned/Tentative Dates	
Ī	Phase I :1 - 20 July, 2013 Phase II: 16 September - 5 October, 2013	
II.	Phase I: 23 September - 12 October, 2013 Phase II: 2 - 21 December, 2013	



"I wish this programme would have started earlier. It would have been much better for me in my projects. Never late; CIO training programme has helped me very much in understanding the e-Governance issues" - Mr Dipankar Sahu, Asst. Commissioner (IT), Commercial Tax







Department of Electronics & Information Technology Ministry of Communications & Information Technology Electronics Niketan, 6-CGO Complex, New Delhi-110 003. Website: www.mit.gov.in



#### National e-Governance Division

Department of Information Technology, Govt. of India. 4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi -110003 T+91-11-30481627, F+91-11-30481611, Website: www.negp.gov.in



Website: www.nisg.org