

F. No.3/75/2011-PP-I(pt)
Government of India
Ministry of Minority Affairs

11th floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated: 26.08.2014

To

The Principal Secretary/Secretary,
Dealing with Minority Welfare Department,
Govt. of Uttar Pradesh, Arunachal Pradesh, Karnataka, Kerala, Assam, West Bengal, Bihar,
Jharkhand, Manipur, Mizoram, Sikkim, Andaman & Nicobar, Uttarakhand, Meghalaya,
Odisha, NCT of Delhi, Madhya Pradesh, Maharashtra, Haryana, Jammu & Kashmir, Andhra
Pradesh, Telangana, Tripura, Chhattisgarh, Punjab, Rajasthan and Gujarat

Subject: Standardization of parameters for IT Enabled Dedicated Cell under MsDP.

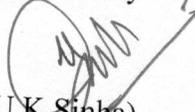
Sir,

I am directed to refer to the setting up of IT enabled Dedicated Cell for implementation of MsDP at the state headquarter and the district level. Para 11.2 of the guidelines of restructured MsDP provides that Ministry of Minority Affairs will give a list of items with tentative expenditure allowable at the State and District levels. In this regard, tentative details of human resources, office equipment, office expenses and travelling expenses have been decided by this Ministry as enclosed.

2. The appointment of personnel for the Dedicated Cell would be on contractual basis and purely temporarily. The selection of the personnel will be made transparently after due publicity in the newspapers. The salary shown in the list gives the highest limit.

3. It is requested to send the requirement for Dedicated Cells on the basis of the list. The Ministry would consider the proposal on the basis of the performance of the State/UT in terms of the implementation of the MsDP

Yours faithfully


(U.K. Sinha)

Under Secretary to Govt. of India

Ph: 24384283

DETAILS OF HUMAN RESOURCES, OFFICE EQUIPMENT AND TRAVELLING EXPENSES ADMISSIBLE FOR IT ENABLE DEDICATED CELL UNDER MsDP.

Level		Post	Nos. of Post	Qualification	Pay (per Month in Rs.)	
State Level IT cell /SLP MU	State having 20 or less than 20 blocks and town.	State Programme Manager	1	Master degree and preferably three years' experience in social sector.	25000/- to 30,000/-	
		Computer Operator	1	Having Proficiency in Computer	12000/- to 15000	
	State having between 21-60 blocks and town	State Programme Manager	1	Master degree and three year experience in social sector.	25000/- to 30,000/-	
		Computer Operator	2	B.Tech/B.E and three year experience Having Proficiency in Computer		
	State having >60 blocks and town	State Programme Manager	2	Master degree and three year experience in social sector. B.Tech/B.E and three year experience in civil engineering works.	25000/- to 30,000/-	
		Computer Operator	3	Having Proficiency in Computer		
	District Level IT cell /DLP MU	District having 3 or less than 3 blocks and town.	District Programme Manager	1	PG/B.Tech. and preferably two years' experience in social sector.	20,000/- to 25,000/-
			Computer Operator	1	Having Proficiency in Computer	12000/- to 15000
District having 4 blocks or less than 10 blocks and town.		District Programme Manager	1	PG/B.Tech. and preferably two years' experience in social sector.	20,000/- to 25,000/-	
		Computer Operator	2	Having Proficiency in Computer	12000/- to 15000	
District having 10 or more than 10 blocks and towns.		District Programme Manager	1	PG and two year experience in social sector.	20,000/- to 25,000/-	
			1	B.Tech/B.E and two year experience in civil Engineering works		
		Computer Operator	2	Having Proficiency in Computer	12000/- to 15000	

TRAVELLING EXPENSES & OFFICE EXPENSES

Monthly expenses towards Maintenance of Printer(ink refill), computer, Telephone & Internet cost, Stationery, Photocopy charges, Rent for office premises including electricity and hiring of vehicle for field visit(maximum 14 days in a month), DA during tour.

Level		Amount(in Rs.)
State Level IT cell /SLPMU	State having 20 or less than 20 blocks and town.	Actual or Rs. 20000/ per month, whichever is less.
	State having between 21-60 blocks and town	Actual or Rs. 25000/ per month, whichever is less.
	State having >60 blocks and town	Actual or Rs. 30000/ per month, whichever is less.
District Level IT cell /DLPMU	District having 3 or less than 3 blocks and town.	Actual or Rs. 10000/ per month, whichever is less.
	District having more than 4 blocks and less than 10 blocks and town.	Actual or Rs. 15000/ per month, whichever is less.
	District having more than 10 blocks and towns.	Actual or Rs. 20000/ per month, whichever is less.

OFFICE EQUIPMENTS

Level		Items to be provided as per SOR of respective state(to be granted once in 5 years)
State Level IT cell /SLPMU	State having 20 or less than 20 blocks and town.	Computer(2), Phone(1), Internet Facility(1), Fax(1), Furniture(2) , Photocopier(1).
	State having between 21-60 blocks and town	Computer(4), Phone(1), Internet Facility(1), Fax(1), Furniture(4) , Photocopier(1).
	State having >60 blocks and town	Computer(5), Phone(1), Internet Facility(1), Fax(1), Furniture(5) , Photocopier(1).
District Level IT cell /DLPMU	District having 15 or less than 15 blocks and town.	Computer(2), Phone(1), Internet Facility(1), Fax(1), Furniture(2) , Photocopier(1).
	District having more than 15 blocks and towns.	Computer(4), Phone(1), Internet Facility(1), Fax(1), Furniture(4) , Photocopier(1).
