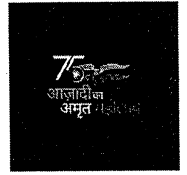


GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.
(CO-ORDINATION BRANCH)



No.F.5(46)/2017/CDN/TTE/ 66-70

Dated: 24/03/2022

To,

- 1) The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD.
- 2) DD (Planning), DTTE (HQ), Pitampura, Delhi.
- 3) The Controller, BTE

Sub:- Request to send Proposals under State Collaboration Initiative (SCI) Scheme-reg.

Sir,

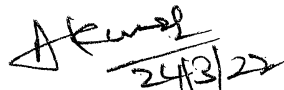
Please find enclosed herewith a copy of Letter No.F 20/12/2019/AR/738-859 dated 02.03.2022 alongwith D.O letter No. K-11022/01/2020-AR (6495) dated.14.02.2022 received from Administrative Reforms Department 7th Level, C-Wing, Delhi Secretariat I.P. Estate, New Delhi-110002 on the subject cited above, which is self explanatory for information and sending proposals under SCI at an early date.

Yours faithfully,

Encl: As above.

No.F.5(46)/2017/CDN/TTE/ 66-70
Copy to :-

- 1) The P.P.S. to the Secretary (TTE)/ Director (TTE).
- 2) The System Analyst, TTE(HQ) with the request to upload this letter on the Deptt's. website. (along with enclosures)


(ANIL KUMAR)
SECTION OFFICER(CDN)
Dated: 24/03/2022


SECTION OFFICER (CDN)

17301 K411TTE
08/3/2022

Office of the Secretary (TTE/HE)
Government of NCT of Delhi
Diary No. 383
Date 08/3/2022

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
ADMINISTRATIVE REFORMS DEPARTMENT,
7TH LEVEL, C-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002.
Email: arupdate@nic.in

No.F.20/12/2019/AR/738-859

Dated: 02/03/22

734/DDA/
11/3/2022 To
Dir (TTE) ✓
Dir (HE)
R. Singh

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs,
Govt. of NCT of Delhi.

**Subject: Request to send proposals under State Collaboration Initiative (SCI)
Scheme-reg.**

Sir,

Please refer to Department of Administrative Reforms & Public Grievances,
Ministry of Personnel, Public Grievances & Pensions, Govt. of India D.O. No.K-
11022/01/2020-AR(6495) dated 14.02.2022 (copy enclosed).

In this context, it is informed that DARPG provides financial assistant to
States/UTs for implementation of selected projects for improvement in public
administration under State Collaboration Initiative (SCI) Scheme. The guidelines in
this regard are available at the website of DARPG www.darpg.gov.in. It has been
requested to send proposals under State Collaboration Initiative at an early date.

All departments are therefore requested to send their proposals under State
Collaboration Initiative, if any, at the earliest.

Yours faithfully,

(L. R. SINGH),
02/03/2022

DY. DIRECTOR (AR)
Ph:011-23392483

Copy for information to:

1. The Secretary, Ministry of Personnel, Public Grievances & Pensions,
Department of Administrative Reforms and Public Grievances, Govt. of
India, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001 w.r.t.
abovementioned DO dated 14.02.2022 information.
2. OSD to Chief Secretary, 5th Level, Delhi Secretariat, New Delhi-110002.

40/CDN
11/02/2022

DDA/AR
SO (CDN)
14/3/22
DA

वी. श्रीनिवास, आई.ए.एस.

V. Srinivas, IAS

सचिव

SECRETARY


 75
आजादी का
अमृत महोत्सव

सत्यमेव जयते

 भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA

 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANAD MARG,
NEW DELHI-110001

D. O. No. K-11022/01/2020-AR (6495)

February 14, 2022

Dear Shri Vijay Kumar ji Sir,

You might be aware that the Department of Administrative Reforms & Public Grievances provides financial assistance to States/UTs for implementation of selected projects for improvement in public administration under State Collaboration Initiative (SCI) Scheme.

2. In order to catalyse reforms at cutting edge or quality of service delivery to the citizen, the Scheme not only promotes replication of the initiatives which have been conferred PM Award for Excellence in Public Administration and the National e-Governance Award but also for piloting a new idea, concept, structure or system that would require technical assistance in the form of knowledge inputs not available with the host organisation/department/ministry.

3. A set of Guidelines have been prepared for the States to identify and propose project(s) under this Scheme. A copy of the Guidelines and list of PM Award and National e-Governance Award is available on Department's website (www.darpg.gov.in).

4. I would be grateful if you could arrange to send proposals under State Collaboration Initiative from your State at an early date.

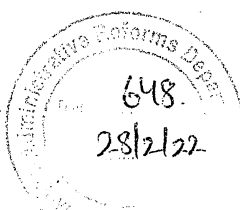
With regards,

Yours sincerely,

(V. Srinivas)

Encls: As above

Shri Vijay Kumar Dev
Chief Secretary,
Government of NCT Delhi,
Players' Building
I.P. Estate,
New Delhi-110002


 सूचना का
अधिकार
Please Visit our Website : <http://darpg.gov.in>, <http://goicharters.nic.in>Ph. : 91-11-23742133, Fax : 91-11-23742546 Email : vsrinivas@nic.in, secy-arp@nic.in

Guidelines for State Government for Proposing Initiatives under the State Collaboration Initiative



Government of India
Ministry of Personnel, Public Grievances
and Pensions
Department of Administrative Reforms &
Public Grievances
August 2015

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1. Introduction

The State Collaboration Initiative has the objective of catalyzing promoting and achieving reforms at the cutting edge or point of delivery of Public Administration. Under the State Collaboration Initiative (SCI) the strategy is to build collaboration with State Governments for improving public service delivery.

This Guideline lays down the process for collaboration for State Governments with Department of Administrative Reforms & Public Grievances, Government of India for identifying & rolling out and also replicating the initiative under the SCI.

2. Objective

The objective of the State Collaboration Initiative is to promote and support improvement in public administration for improving service delivery through a programmatic approach which will:

- i. Develop collaborative relationships with central ministries, states and other stakeholders
- ii. Develop a coherent programme of initiatives which will support and encourage administrative reform and put citizen at centre stage, particularly the poor
- iii. Build capacity at district, state and centre to ensure optimal use of systems and resources.

3. Program Design Framework

The definition of capacity for purposes of this program is the ability of individuals, organizations, and the institutions (at the central, state and local level) to provide services to the citizen. The process of strengthening and sustaining such capacity is capacity building. Operationalisation of the intent of the program is done by taking up strategic initiatives at the institutional, organizational and individual levels which seek to:

- i. Enhance the control/influence of the citizen/client over the service-
Creating Pressure
- ii. Strengthen the organizations and processes related to service delivery-
Strengthening the Service Delivery Entity
- iii. Incentivise and reinforce appropriate behaviour -**incentivising desirable behaviour**

4. Tool for designing new initiatives

The intervention matrix indicated below is a tool for developing newer initiatives. This matrix incorporates the design framework of the program, and any initiative under the program must find a place in one of the cells in the matrix. Sample of initiatives in each cell of the matrix below is provided as an illustration.

Fig 1: The Intervention Matrix

Objective Focus area of capacity building	Create Pressure	Incentivise Desirable Behaviour	Strengthen the entity
Institutional	State of Governance Report Institute an appraisal system (transparent and performance based) Right to information	Institutionalize Service Award Civil	Governance Centre Knowledge
Organisational	State of Service Delivery Report	Rewards for best service providing entry/organization Best practice recognition/ Excellence award	Convergence Delivery Strengthening Departments Service Specific
Individual	State of Service Delivery Report Assessment under a Performance Appraisal Mechanism	Civil Services Awards	Training for Service Delivery

Note: The interventions which have already been initiated under the program are in Bold

5. Guiding Principles for design of any initiative

- Should demonstrate how the initiative will contribute to enhancing the capacity of the Public Administration institutions, organisations or personnel to operate in a way that will bring tangible benefits to the citizen.
- Initiative should be suitably placed in one of the cells of the intervention matrix as discussed in section 4.

iii. Proposed initiative could either be

- a. To support replication of initiative/ best practices specially those that have been awarded PM Award for Excellence in Public Administration and National e-Governance Award.

Or

- b. Piloting a new idea, concept, structure or system at the state level that would enhance the quality of service delivery to the citizen but requires technical assistance in the form of knowledge inputs not available with the host organisation/department/ministry.

- iv. Interventions should be developed in consultation with internal (DARPG) and external stakeholders, and implemented in collaboration with them.
- v. MoP will be responsible for evaluating the impact of each initiative (which is rolled out) as well as dissemination of lessons learnt.

6. Preparation of the Proposal

Any proposal sent for consideration under the State Collaboration initiative should consist of the following:

- i. Information as per Proforma given in Annexure I.
- ii. A time bound implementation plan should be prepared for each initiative, with clearly identifiable outcomes and clearly specified inputs.
- iii. Each proposal should specify implementation and reporting arrangements (to DARPG) and provide evidence of the project implementation capacity. The monitoring arrangements would be governed by section 9 of these guidelines. It is highly recommended that the proposal should indicate the monitoring indicators.
- iv. The budgets indicated in the proposals for support under the State Collaboration initiative should be in line with the project requirements with realistic cost estimates and contain the approval of the Financial Advisor or equivalent of the States.

7. Assessment

The proposal received under the scheme will be initially assessed by a Screening Committee headed by JS (ARC) in the Department for completeness of the proposal as per the Guidelines and shall thereafter be submitted to the competent authorities for approval. Presentations by the States, in case needed, shall be organized in the Department.

8. Project Implementation

8.1 Funding Mechanism

After approval of the proposal by Secretary (AR&PG) and concurrence of IFD to the proposal, the funds would be transferred to the implementing agency in terms of the phase wise implementation schedule and progress made thereof. 80% of the total approved budget of the project will be released after approval of the Competent Authority. The second instalment of 20% will be released on the basis of the satisfactory progress as per the approved implementation schedule.

8.2 Procurement

All procurement must conform to the GFR 2005.

8.3 Ownership and Copyright

DARPG would retain the ownership and copyright of all the documents and deliverables pertaining to the approved initiatives.

9. Project Monitoring

- a. The host department will submit periodic monitoring reports as specified by DARPG from time to time.
- b. The state initiatives would be monitored through the Quarterly Program Monitoring Meeting held under the Chairmanship of Secretary (AR & PG) or Senior Officers nominated by Secretary (ARPG).

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PROFORMA FOR SUBMISSION ON PROPOSALS FOR UNDERTAKING INITIATIVES IN COLLABORATION WITH DARPG

1. Details of origin of the Proposal	
a. Name of the state:	
b. Name of the host organization:	
c. Status of the Host organization: Main Ministry/Department/Attached Office/ Statutory Body/Other –please specify	
d. Name of the Contact Person:	
e. Contact Address:	
f. Telephone/Fax:	
g. Nodal Contact Person:	
h. Implementing Agency:	
i. Detail of Bank Account of the Nodal Agency to which the funds are to be transferred:	
2. Proposal	
2.a Proposal Summary	The proposal summary to appear at the beginning of the proposal and outline the project. It should be brief: no longer than two or three paragraphs. To include all the key points necessary to communicate the objectives of the project.
2.b Introduction of the Host Organization	This may include: <ul style="list-style-type: none"> i. The organizations' key area of operations and the clientele ii. The service delivery mandate it has iii. The type of Central Programs it handles

	<p>iv. Any multilateral/bilateral projects is handling at present</p> <p>It would be useful if the logic for the organisation undertaking the particular initiative is provided.</p> <p>This is elucidation of the specific problem that is proposed to be solved or issue to be addressed through an initiative and the expected outcomes.</p>
2.c Problem Statement	<p>The problem statement is a key element of the proposal. It should be a clear, concise, well-supported statement of the problem to be solved by undertaking the proposed initiative through support from the CBPR Programme. The information provided should be both factual and directly related to the problem addressed by the proposal. The problem statement should clearly spell out the connection between the issue pertinent to the problem statement and the proposed host organization.</p>
2.d Project Objective	<ol style="list-style-type: none"> The project objectives should clearly spell out what the initiative seeks to achieve The expected results and benefit of each objective should be clearly defined. Should the guiding principles as specified in the guidelines and describe how the proposal meet each criterion (ref. Section 5.i,5.ii,5.iii)
2.e Project Scope, approach and methodology	<p>To describe in detail the activities that will take place in order to achieve desired results. Justification be given as to why the set of activities been chosen and why the chosen approach and methodology are appropriate for fulfilling the objectives of the project. Timetable of the major milestones should be included.</p>
2.f Project Implementation Capacities	<p>The critical implementation capacities for rolling out the initiative should be identified along with the evidence of availability of the said capacities within the departments/ministries responsible for implementation. If there are implementation capacities gap at present,</p>

	the proposal should clearly indicate how the same are proposed to be bridged so as not to hamper the implementation during roll out.
2.g Project Monitoring	To elaborate on how project success to be determined and provide monitoring indicators for reviewing the project progress.
2.h Proposal Budget	Estimated costs (with phasing) under suitable heads should be indicated.