

National e-Governance Division Digital India Corporation

Policy for SeMT Resources

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1. Reporting

The SeMT resources shall report to the respective State/ UT IT Secretary or any other officer assigned by him/her.

The SeMT resources will also report to P&CEO, NeGD/Director (Capacity Building), NeGD for the work assigned relating to various projects and priority areas of Digital India Program.

SeMT resources shall be assigned duties, roles and responsibilities by their respective State/ UT IT Secretary and any other task related to Digital Governance Projects from time to time by Director (CB).

2. Attendance & Liasioning with States / UTs

The SeMT resources will be governed by the NeGD Attendance & Leave Policy and have to maintain their Attendance & Leave as required by NeGD till such time the provisions are made operational on Capacity Building portal / HRIS.

Monthly Attendance and Leave record needs to be sent to NeGD HR by the SeMT resource authorized for this purpose through State Nodal officer, with a copy marked to the respective State / UT Nodal officer and Director (CB).

3. Probation/ Confirmation of Services

Probation and Confirmation of services of SeMT resource shall be as per the terms and conditions mentioned in the Contract Letter decided by NeGD.

NeGD HR shall confirm and continue the services of SeMT resource based on the recommendations of the concerned State / UT IT Department (Nodal Officer / IT Secretary).

4. Performance Monitoring:

SeMT resources will have a three-tier performance monitoring system

- i. The performance of all the SeMT resources will be assessed on annual basis through the Nodal / designated Officer at State / UT, and to be approved by the IT Secretary of the State / UT.
- ii. Monthly progress/activity report to Director CB NeGD, who will centrally assess the performance of SeMT resources on annual basis.
- iii. P&CEO, NeGD will be the reviewing and final accepting authority for annual appraisal of SeMT resources.

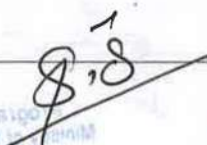
Till such time the relevant module is made operational on CB Portal, the quarterly and annual appraisals will be conducted through alternate mode as decided by NeGD.

5. Contract Renewal

Aimed at ensuring continuity and stability of the ongoing digital governance projects in the country, retention of the competent talent pool is essential.

The Contract of the SeMT resource shall be renewed based on the performance ratings for the last two years. An average rating of 4 and above in the last two Performance Appraisal cycles would be exempted from the interview process and their contracts be renewed further basis the feedback of the respective reporting officials at State / UT and NeGD.

For those resources whose average rating is less than 4 in the last two performance appraisal cycles,



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the position will be advertised to attract external candidates. The existing candidate may appear for the interview and compete with open market candidates. If selected by the interview panel, the contract will be renewed further, and will be treated at par with fresh engagement.

6. Exit Management

Exit:

All the SeMT resources will be governed by the Exit Management Policy of NeGD.

Termination:

Request for termination of a SeMT resource needs to be forwarded to NeGD by the IT Secretary of the concerned State / UT. Such request shall be referred to a Committee at NeGD as decided by P&CEO, NeGD, with an opportunity of being heard provided to the concerned SeMT resource. The decision of the P&CEO, subsequent to the recommendation of the Committee, shall be final and binding.

7. Hardship Allowance:

In order to compensate for the difficult terrain and conditions, a financial assistance in form of Hardship allowance will be provided to SeMT resources deputed in following States / UTs:

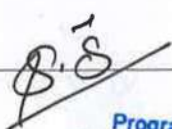
S.No.	State/UT
1.	Andaman & Nicobar Islands
2.	Arunachal Pradesh
3.	Assam
4.	Jammu & Kashmir
5.	Ladakh
6.	Lakshadweep
7.	Manipur
8.	Meghalaya
9.	Mizoram
10.	Nagaland
11.	Sikkim
12.	Tripura
13.	Daman and Diu & Dadra Nagar Haveli

The Hardship allowance will be payable in line with the rates approved by Govt. of India/ CPSE or as decided by NeGD from time to time. Tax exemptions as per extant statutes shall be applicable.

8. Transfer

The transfer of employees from one location to another is necessary to meet organizational as well as developmental and professional needs of employees. The objectives of the transfer include the following:

- To cater to the changing organizational needs, as envisaged in the Digital India Programme and related Digital Governance initiatives at States / UTs
- To create a knowledge-based organization through optimum talent pool utilization and upgradation of skills and expertise.
- To meet exigencies of work and the needs at a particular location requiring specialized knowledge/experience and accomplish specific tasks/objectives with the available resources
- To meet organizational developmental needs, employee's aspiration, and future organizational



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- requirements.
- v. To cater to employee's career development through job-rotation

8.1. Scope / Applicability

The provisions for transfer shall be applicable to NeGD and SeMT resources deployed under NeGD and ongoing Capacity Building Scheme.

Transfers will include relocation from NeGD to SeMT State, SeMT State to NeGD and within SeMT from one State/UT to another.

The transfer of employees will invariably be made keeping in view with organizational manpower requirement.

8.2. Eligibility Criteria and Terms & Conditions:

- i. Transfer / re-location may arise due to individual or organization need.
- ii. Transfer / re-location will be processed only for vacant positions under NeGD and various projects/ SeMTs
- iii. Mutual transfer requests should accompany NOC and recommendations of the IT Secretary of both the concerned States / UTs.
- iv. The applicant should have served a minimum tenure of not less than 2 years in NeGD / SeMT under the ongoing or previous Capacity Building Scheme of NeGD
- v. The maximum tenure for every resource in a particular State / UT (applicable for SeMTs) shall not be more than 05 years. The resources can opt for 3 States of their choice for relocation under necessary transfer.
- vi. Resources with long stay i.e., more than 5 years in a particular State / UT will necessarily be transferred/ relocated to the other State of their choice (3 preferences) unless otherwise decided by the P&CEO in the interest of work and in consultation with State IT Department.
- vii. Under exceptional circumstances (education of children/ spouse ground/ family issues / health etc. issue), if a resource needs to be transferred before completion of prescribed tenure, the same will be examined by the Transfer Committee and its recommendations will be put up to the P&CEO, NeGD for approval.
- viii. In General, not more than 10% of the overall SeMT strength will be considered for transfer in a particular year.
- ix. NeGD HR will make best efforts to retain at least 50% of the resources in a particular year in a State / UT.
- x. No right or claim for transfer under this policy shall deemed to have been conferred to any member merely on the ground of initiating the transfer in the policy.

8.3. Procedure

- i. Till such time the transfer request provision is made operational in the CB portal the request for transfer may be initiated by the applicant through email to NeGD HR with a copy to COO, NeGD.
- ii. All the transfer request must be forwarded along with the NOC from the Project Head (in case of NeGD resources) / State IT Secretary (in case of SeMT resources).
- iii. The transfer request received will be assessed by NeGD HR for the position/s vacant against the requested SeMT State / Project for re-location.
- iv. Transfer Committee comprising of Chief Operating Officer - NeGD, Director HR - NeGD, Director (concerned Project) / State IT Secretary or representative will review and assess the transfer requests of the applicants as deemed proper on a case to case basis..

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- v. Recommendations of the Transfer Committee will be processed for the consideration/ approval of P&CEO, NeGD.
- vi. The transfer orders will be issued after the approval of P&CEO, NeGD.

8.4. Re-location Charges

Re-location charges (as mentioned in the HR manual) will be applicable to all NeGD / SeMT resources for transfers arising due to the organizational need.

8.5. Exceptions/ Modifications

- i. Any exceptions to this policy would require prior approval of P&CEO, NeGD.
- ii. Doubts relating to the interpretation of any term or dispute relating to the operation of any provision under this policy shall have to be referred to NeGD HR for clarification/resolution and the decision of the P&CEO/COO, NeGD, in this regard shall be final and binding on all concerned.
- iii. For provisions related to SeMT and Operational expenses (OE) management, the Capacity Building Scheme Phase 3 Guidelines shall be applicable.

9. Amendment

NeGD reserves the right to amend the Policy from time to time with the approval of the P&CEO.

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