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No. AN/II/2153/Trf Policy/2023,

Dated: 22.08.2023

To

**The PCsDA/CsDA/PCA (Fys)/PIFAs/IFAs**

**Subject:** Draft Policy for management of IT personnel in DAD

Please find enclosed draft policy for management of IT personnel in DAD for further necessary action. It is requested that contents of the said policy may be brought to the notice of all concerned. The comments/suggestion thereon received from the officers and staff may please be compiled and send to HQrs Office along with your office remarks/recommendation/suggestion etc. by 31.08.2023 through email at [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in) . However, the officers and staff can also submit suggestion directly to the above email ID

Nil report is also required to be furnished.

  
(Sahil Goyal)  
Dy.CGDA (Admin)

**Copy to:**

1. Officer-In-Charge  
Admin-V Section (Local) } For information and similar necessary action  
please.
2. Officer-in-Charge  
IT&S Wing, HQrs Office } For uploading on CGDA's web-site please.

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(Sahil Goyal)  
Dy.CGDA (Admin)

### **Draft Policy for management of IT personnel in DAD**

- (I) The officers and staff deployed in IT&S at CGDA/PCsDA/CsDA/IT&SDC offices may generally be categorized in the following 05 groups:
- a. **Developer/Programmer** : who are actually deployed or selected for deployment for conceptualization and development of an IT project/module with or without help from outside agency. Preference to be given to experienced /IT background officials. They would be posted in IT&SDC Delhi and IT&SDC Secunderabad. SAO/AAO/Sr.Auditor/Auditor can be deployed for the role of Developer/Programmer.
  - b. **Operator and Maintainer** : Who are implementing/operating and maintaining IT project/modules. They would be posted in CGDA Office, IT&SDC Delhi and Secunderabad, Main Office of PCsDA/CsDA and Area Accounts Offices/PAOs. These officials may not necessarily be IT trained/qualified before joining service. Further, the officials willing to serve as Operator and Maintainer even though have no experience/qualification can also apply for the said role and they may be selected for the said roles and deployed after imparting requisite training by the department. CGDA Office, IT&SDC Delhi and Secunderabad and each PCDA/CDA would develop a talent pool of such officials who shall be responsible for maintenance/ operation of IT&S in their office and their sub-offices. Their names with details may be sent to HQrs Office for information and updation of Data Base. SAO/AAO/Sr.Auditor/Auditor can be deployed for the role of operator and maintainer.
  - c. **System administrators/Data Analysts/Network Analysts:** Who are deployed for system administration /data analyst/network analyst roles and have access to System Data Base/Network. They would be posted at CGDA Office, IT &SDC Delhi and Secunderabad, Main Office of PCsDA/CsDA and nominated offices. DCDA/ACDA/SAO/AAO/Sr.Auditor/Auditor can be deployed for the role of system administrator /data analyst/network analyst.
  - d. **Cyber Specialists/Security Audit Specialists:** Who are deployed for Cyber Security/ Security Audit roles. They would be posted at CGDA Office, IT&SDC Delhi and Secunderabad, Main Office of PCsDA/CsDA. Each PCDA/CDA to ensure placement of officials in this role posted at Main Office of PCDA/CDA for overall development of cyber ethics. DCDA/ACDA/SAO/AAO/Sr.Auditor/Auditor preferably with requisite background can be deployed for the role of cyber specialist/security audit specialist. Names of such personnel with details will be sent to HQrs Office for information and updation of Data Base.
  - e. **Document Writer:** Who will be responsible for maintaining documentation of all the projects as well as simplify product functionality. They would be posted in CGDA Office and

IT&SDC Secunderabad and IT&SDC Delhi. SAO/AAO/Sr.Auditor/Auditor can be deployed for the role of document writer.

(II) However, in order to deploy on the above assigned roles, willing and eligible officials will have to first enlist themselves by furnishing the requisite details on prescribed format to HQrs Office. On receipt of the request for enlistment the same will be evaluated and eligible officials will be enlisted in the Data Base of HQrs Office. Those who are not found eligible for enlistment will not be considered for the above assigned roles.

(III) The CGDA Office (Admin-II Section) will maintain a list of reserve pool of eligible officials for each role along with their choice stations and deploy in the assigned roles in case of transfer/promotion of the present incumbent.

(IV) **Special consideration/concession to individuals working on above roles:**

- (a) The officials identified as above will be exempted from the posting out of station on seniority basis as well as on promotion so long as they are deployed in any of the above roles.
- (b) They may be posted to choice station preferably to first choice and also in non-IT task/office on completion of requisite tenure.
- (c) They will have option to come back on IT project after serving their choice posting.
- (d) The officers/staff after serving the minimum period in the assigned roles may be posted to the choice station or office (within the same station), if so desired and priority will be given to such officers and staff while posting in sensitive assignment/office, if administratively feasible.
- (e) Every year they will be considered for giving Honorarium for the extra efforts made by them in the assigned roles as per the laid down government policy on the subject for grant of Honorarium.
- (f) The relieving of the Developer/Programmer/Operator/Maintainer/System Administrator/Cyber Specialist/Security Audit Specialist/Document Writer/Network analyst on his choice posting may not be unduly deferred/withheld/delayed on the ground that substitute has not been posted/joined.
- (g) At the time of allocation of dossiers in respect of newly recruits Auditors, the officials having IT/Computer Science degree from reputed college/university will be posted to nearby offices of their home town for above roles, after personal interview by Jt.CGDA (IT) (for one of the above roles depending on administrative requirement ).
- (h) The new recruit auditors who have requisite IT/Computer Science degree may also apply for enlistment for various roles on completion of 02 years of initial posting.

- (i) PCsDA/CsDA will have to mandatorily send the requisite details of newly appointed auditors having IT/Computer Science degree on their joining duty in the organization for compulsory enlistment to HQrs Office.
- (j) The officials who are currently working in any of these roles also have to mandatorily enlist themselves with HQrs Office.
- (k) The above concession will be available only to those officials who are enlisted in the Data Base of the CGDA Office.

(V) PCDA/CDA will assess the performance of officials deployed in the above roles and recommend to CGDA Office for de-listing from the roles in case of non-performance.

(VI) PCsDA/CsDA will have the responsibility to identify adequate officials for the role of Operator & Maintainer, System Administrator /Data Analysts/ Network Analysts, Cyber Specialists/Security Audit Specialists in Main Office/Sub-offices and CGDA Office will have the responsibility to post adequate officials for the roles of Developer/Programmer, Operator and Maintainer, System Administrators/Data Analyst/Network analyst, Cyber Specialists/ Security Audit Specialists and Document Writer in various offices.

(VII) A system developer/programmer deployed in a team will have to stay with the project for at least 03 years and after successful run of the IT Project/module developed by him/her, he has an option to apply for transfer out of IT stream or out of station. The transfer will be done by the CGDA Office only. However, during the development stage of project/module he/she will not generally be considered for posting out from IT Project except in exceptional circumstances. The official has to inform the administration in CGDA Office/PCDA/CDA for his intent to transfer out from the present task/station/office in advance (at least 06 months) before completion of residency period. On receipt of such request CGDA may immediately post a suitable substitute so that he/she may get well acquainted with the assigned task and smoothly take over work from the present incumbent.

(VIII) For roles of System Administrators/Data Analysts/Network analysts, Cyber Specialists/Security Audit Specialists and Document Writer , choice can be exercised on completion of 03 years in the assigned role, whereas Operator and Maintainer can exercise option on completion of 04 years.

(IX) Role change from amongst various roles may be allowed after minimum serving of 2 year in assigned roles and on recommendation of PCDA/CDA/IT&SDC In-charge with the approval of CGDA Office. For example if an official after serving as a Developer/Programmer wants to switch over to other roles like Cyber Specialist/Security Audit/Network Analyst etc or a System Administrator/Data Analyst wish to work as Operator and Maintainer. This may be permissible after serving the requisite period with the approval of the appropriate authority.

(X) Every year in the month of July/August CGDA Office will invite through circular names of interested candidates along with 03 valid choice stations for various roles through PCsDA/CsDA before AVL and maintain a centralized data base at Admin-II Section of the CGDA Office in respect of all cadres from Auditors to Senior Accounts Officers for posting in various categories mentioned above. Further, the official who has applied for various roles of IT as a volunteer in response to HQrs Office circular may also be eligible for applying in Annual Volunteer List (AVL) in normal course.

(XI) The officer/staff who has not applied as volunteer for various roles of IT in response to HQrs Office circular may however apply for enlistment for various IT roles any time during the year.

(XII) However, only those who are selected for the assigned roles or in the Reserve Pool will be deployed by the PCsDA/CsDA on the above roles.

(XIII) Training Wing of CGDA Office will impart requisite training as per the annual training program finalized by IT&S Wing of CGDA Office in IT Courses to officials identified under this policy. All officials as per the HQrs office data base will be trained (through outside agencies) in latest technology/developments in the field at least once every 02 years by Training Wing of CGDA Office. Further, the Training Wing of CGDA Office will identify and notify courses that will be reimbursed as per DoPT O.M No. 1/5/2017-ESTT (Pay-II), dated 15.03.2019. However, the individual will have to take prior permission to get profession course/degree as per the rules.

(IVX) This policy will not cover officials who are deployed in Admin, procurement and miscellaneous tasks in IT Wing of various offices.

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