



**Virtual Cadre Policy**  
**in**  
**National e Governance Division (NeGD)**

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## Virtual Cadre Policy in National e Governance Division (NeGD)

### Background

Digital India is a flagship program that envisioned transformation of the country into a digitally empowered society and knowledge economy and to provide Government Services on demand to its citizens. The vision of 'Digital India' is centred on three key areas, namely, Digital Infrastructure as a Utility to Every Citizen, Governance & Services on Demand and Digital Empowerment of Citizens.

National e Governance Division has been entrusted to assist Department of Electronic and Information Technology, GOI for implementation of Digital India programme. This involves development of various Technology and Non Technology related Policies and Frameworks, cyber security, Digital Signatures, e Governance Standards and protocols, Technology area like Cloud, GIS, Big Data and Mobility, Service integration / Common Service platforms like, Digital Locker- eSign, e Market (Government) and last but not the least, Capacity Building at all levels is required. The stakeholders are distributed to central line departments and states/UTs.

As an outcome of discussions during 2 days CM workshop in Delhi, the need of establishing a "Virtual Cadre within NeGD" to contribute on these areas was underlined. This document narrates the structure and functioning of such Virtual cadre in NeGD.

### Objective

Information Technology (IT) is the single, most rapidly changing and growing area in the world. Every day, new technology is developed while old technologies are getting obsolete or improved. Considering the dynamic nature & wide variety of technological aspects and complexities involved in implementing e-Governance projects, a wider network of professionals with expertise in specific Technology area and other domains is required.

State eGovernance Mission Team (SeMT) has the resources aligned from various technologies and programme management expertise area and are working closely with states and UTs, where these policies, frameworks and innovations are to be adopted. It is envisioned to build a team from skilled & qualified employees within SeMTs and to deploy them as 'Virtual Cadre within NeGD'. The objective is to leverage and align the expertise available within NeGD and SeMT with the National e Gov Objectives to conceptualise, implement and manage e-Governance projects. This virtual cadre will be aligned to bring the consultation from field level and contribute in their specific area of expertise with NeGD, in developing various policies, framework, common and shared IT service infrastructure to help state govt and central line Departments.



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## Roles

The envisioned role of the so proposed members would be:

1. Contribute as an extended arm of NeGD for a particular Theme/Policy-Framework/Project, entrusted to NeGD in the area of their expertise.
2. Assist the State Departments in delivering the Theme/Topic/Project undertaken by NeGD and facilitating it with their specialised skills, knowledge and experience.

## Structure

### Who can be a part of the NeGD VITC

The Virtual Cadre will be drawn from the existing, skilled, experienced and competent employees of SeMTs.

### Strength of the cadre

1. About 2-5% of the existing strength of SeMT members at different levels, could be aligned to the Virtual Cadre (percentages are only indicative and NeGD may decide on the numbers/percentages).
2. NeGD from time to time will re-examine the strength and composition of the virtual cadre and may make such alterations therein as it deems fit after approval by an existing or suitably constituted Committee.

## Selection

1. A call for Expression of Interest will be circulated among all the SeMTs, along with the themes/ topic/ project where the alignment with NeGD is required to strengthen the team. Interest will be invited from SeMTs having interest, experience, competence and suitability. The interested SeMT member shall keep their respective reporting authority in loop.
2. Selection committees will screen the applications, if required and conduct interviews to select the members. NeGD shall facilitate constitution and convening of suitable Selection Committees for the selection of SeMT members into the Virtual Cadre.
3. Based on the need and availability, around 4-10 resources can be aligned to each theme, subject area. The indicative list is given below.

## Themes/ Topic/ Project

Members selected will perform the role as an additional charge. The following are the themes / topics

1. Cyber Security
2. Big Data Analytics

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3. GIS
4. Virtual IT Cadre
5. Training Designs and Content Development
6. e Gov Standards
7. Open Source Software's
8. Case Studies
9. SMAG
10. e Learning New Content
11. KMS and LMS
12. Mobile Seva and Umang
13. Digi Locker and e Sign
14. e Gov Maturity Model and Project Assessment

This is not an exhaustive list and can vary as per the need/demand as identified by NeGD from time to time.

#### **Tenure**

The SeMT members selected into the virtual cadre shall remain for a period of two years; subject to the annual review.

#### **Reporting Structure**

The NeGD Virtual Cadre employees shall have a dotted line reporting to the Theme/Topic/Project Lead within NeGD who shall send the assessment of the members for inclusion in their APARs to the concerned State IT Secretary/or an officer at the appropriate level.

#### **Appraisal**

A 10% weightage is proposed to account in respective members KRA/KPIs for the work performed under VITC. This appraisal will be done by the respective Theme/ Topic Lead in the NeGD.

#### **Deployment**

The SeMT members will be continued and kept on deployed within the state. However they will be aligned to the NeGD Virtual cadre for that particular area/ topic.

#### **Training**

Additional Training/ Orientations would be provided, as and when required.

#### **Pay and Incentives**

The VITC will not have any financial incentive.

1. In respect of pay, leave, pension and all other matters, the employees of virtual cadre shall be governed by the rules and regulations corresponding to their original posts.
2. There will be quarterly awards “Top 10 performance of the quarters” awarded to the top 10 best performers of NeGD VITC after assessing the performance of the Virtual Cadre employees.
3. Based upon the services handled and performance of the employee, he may be made in charge of more challenging activities and pronounced Mission Leader. The selection for such positions should be based on defined competencies.

### Roles and Responsibilities

SeMT members will keep on supporting their respective states as it is. In addition, they would perform as a SPOC for each of these areas to coordinate and align these programmes at state level. The responsibilities under SPOC role will be:

1. Engage with the Theme/Topic Lead at NeGD for developing better awareness and orientation about the Theme/Topic.
2. Align the departments within states with respect to the NeGD Theme/Topic.
3. Assist the State Departments in leveraging initiatives like LMS, KMS, DigiLocker-e Sign, OpenForge, PayOnline, Cyber Security, eGov standards, NCoG, Umang/ Mobile Seva etc.
4. Coordinate with the ATI/CTI and Training partners for the delivery of the respective Theme/Topic trainings to the state officials.
5. Developing new Institutional Frameworks like Virtual IT Cadre, Project e Governance Mission Teams in line departments and Community of eGov Practitioners in their respective states/UTs.

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