

Office of Comptroller & Auditor General of India, New Delhi
Information Systems Wing

No- 1554/ISW/84-2021
Dated 25.10.2021

To,

All Heads of Department
(As per mailing list)

Subject: Standard Operating Procedure for the IT Projects in the IA&AD.

Madam/Sir,

Reference is invited to the Standard Operating Procedure (SOP) for the IT Projects approved by the C&AG of India (Copy enclosed).

2. HoDs are required to ensure that the all the proposals related to IT Projects are in due compliance with the approved Standard Operating Procedure.
3. This issues with the approval of the Deputy C&AG (CRA) and Chief Technology Officer.

Yours faithfully



(B K Mohanty)
Director General (IS)

Standard Operating Procedures for IT Projects in IA&AD

The following procedure would be followed in conceptualization, piloting and implementation of an IT Project.

Definition of an IT Project

Any project, process, technology or services that are required for performing any function of the C&AG's mandate and has a very high dependency on technology will be considered as an IT project. Any upgradation, addition and reconstruction of IT processes and infrastructure would also be considered as an IT project.

Conceptualisation, approvals and floating of bids for IT projects

IT projects which have impact in many offices of the IA&AD or major functional areas of work and are critical in nature for fulfilling the mandate of the C&AG will be conceptualised by the CTO wing with inputs from the functional wings concerned. All IT infrastructure projects such as LAN, Data Centres, security, Analytics and major computerisation of CAG functions will be conceptualised and initiated by the CTO wing.

The functional wing may also take the initiative for conceptualising any IT Project concerning their wing. There must exist compelling need for going in for computerisation of the function(s). The field offices may also propose applications/projects relevant to their office and get the approval of the concerned ADAI/DAI.

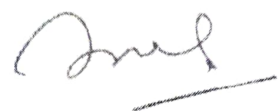
The functional wing will prepare the functional requirements specifications (FRS) and get it approved by the ADAI/DAI of the wing. The projects so approved, along with the FRS, will be forwarded to the CTO wing for technical evaluation and exploring ways of implementing the projects. CTO wing will then initiate the technical solution proposal based on the FRS and get the approval of the competent authority for implementing it.

After approval of the technical solution, CTO wing will prepare the RFP and share it with the functional wing for confirmation. CTO wing will float the RFP as per GFR. The selection of vendor will follow the DFAP of the department.

Implementation and Sign Off of IT Projects

During implementation, the functional wing will be fully associated with the implementation process for domain knowledge and user acceptance testing. The final sign off will be given by the Functional wing and CTO wing jointly.

Any Committee formed for implementation of the projects/applications will have representations from both the functional wing and CTO wing. CTO will be the final authority to resolve any issues regarding the IT project.


DG (IS)