



**GURUGRAM METROPOLITAN DEVELOPMENT AUTHORITY**

**NOTIFICATION**

**Dated: 23<sup>rd</sup> April, 2018**

- 1) The divisions and sections of Gurugram Metropolitan Development Authority (GMDA) were notified on 14<sup>th</sup> February, 2018. Subsequently, an exercise was undertaken to define the structure of each Division in consultation with the Head of the Division.
- 2) Based on the exercise so undertaken and in exercise of the powers available under sub-section (1) of section 12 of the Gurugram Metropolitan Development Authority Act, 2017, I, V.Umashankar, Chief Executive Officer, GMDA, do hereby notify the structure and allocation of responsibilities of the I.T Governance Division as follows:

**I.T GOVERNANCE DIVISION**

**GURUGRAM METROPOLITAN DEVELOPMENT AUTHORITY**

<b>Sr. No.</b>	<b>Section</b>	<b>Head of Section</b>	<b>Office</b>	<b>Allocation of Responsibilities</b>	<b>Head of Office</b>
1.	I.T Infrastructure	Lead Administrator (Infrastructure)	Network Administration	<ul style="list-style-type: none"><li>▪ Design and establishment of Network Infrastructure (LAN/WAN) for all GMDA office locations;</li><li>▪ Provision and maintenance of Connectivity Infrastructure for all</li></ul>	Network Administrator

				<ul style="list-style-type: none"> <li>▪ GMDA office locations;</li> <li>▪ Network Administration and Management for all GMDA office locations;</li> <li>▪ Provision, maintenance and audit of Wi-Fi services in GMDA office locations;</li> <li>▪ Video-conferencing management;</li> <li>▪ Network Security and audit of Network;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	
			Establishment & Training	<ul style="list-style-type: none"> <li>▪ Management of establishment of I.T staff deployed in other Divisions of GMDA;</li> <li>▪ Training of officers and staff in e-Office and ERP;</li> <li>▪ Procurement of I.T infrastructure and elements for all GMDA office locations;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	Establishment Administrator
2.	Database Management & Applications Development	Lead Administrator (Database & Applications)	Applications	<ul style="list-style-type: none"> <li>▪ Assessment, design and development of GMDA's requirement of I.T applications;</li> <li>▪ User Acceptance Testing and validation of applications;</li> <li>▪ User ID and Password Management;</li> <li>▪ Training of Users on applications developed;</li> <li>▪ Integration of I.T applications;</li> <li>▪ Error resolution and patches for I.T applications;</li> <li>▪ Any matter related or incidental to any</li> </ul>	Applications Administrator

				of the areas of responsibility.	
			Database Management	<ul style="list-style-type: none"> <li>▪ Database Management of GMDA;</li> <li>▪ Arrangement and maintenance of cloud infrastructure;</li> <li>▪ SQL scripts creation and execution;</li> <li>▪ Logs management and audit;</li> <li>▪ Any matter related or incidental to any of the areas of responsibility.</li> </ul>	Database Administrator

3) The I.T Governance Division shall embed I.T Governance officers and staff in other Divisions for I.T management requirements in each Division. The establishment of such officers and staff shall be managed by the Establishment and Training Office of the I.T Governance Division.

4) The Head of the I.T Governance Division shall have the powers of general superintendence over all officers and staff of the I.T Governance Division.

5) In case of any differences on the allocation of area of responsibility amongst sections or offices of the I.T Governance Division involving an interpretation of this notification, such difference shall be settled by the Head, I.T Governance Division with the concurrence of the Chief Executive Officer.

4) The number and qualifications of employees in the I.T Governance Division shall be in accordance with the rules notified under sub-section (1) of section 10 of the GMDA Act, 2017.

*Umashankar*

(V. Umashankar) 23/4/18

Chief Executive Officer,

Gurugram Metropolitan Development Authority

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