

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (SERVICES-I BRANCH)**  
**DELHI SECRETARIAT, 7<sup>TH</sup> LEVEL, 'B' WING,**  
**I.P. ESTATE, NEW DELHI - 110002.**  
**(<http://services.delhigovt.nic.in>)**  
**PHONE: 011-23392146 Fax No. : 23392150/23392764**

F.No. 2/09/2020/S.I/

Dated:

To

All Pr. Secretaries/Secretaries/  
Heads of Department/  
Local and Autonomous Bodies,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

**Sub: Master of Business Administration (MBA) Degree program in  
Digital Governance & Management at IIM Visakhapatnam.**

Sir,

I am directed to forward herewith mail dated 29.10.2021 received from Senior General Manager (CB), National e-Governance Division (NeGD), Ministry of Electronics and IT Government of India on the above cited subject for information and further necessary action.

Yours faithfully,

Encl: As above.


  
15/11/2024  
(ANJU MANGLA)  
DEPUTY SECRETARY (SERVICES)

F.No. 2/09/2020/S.I/ 2508

Dated: 15/11/2024

Copy forwarded for information & necessary action to:-

1. The Senior General Manager (CB), National e-Governance Division (NeGD), Ministry of Electronics and IT Government of India.
2. Section Officer (Coord.), Services Department, Govt. of NCT of Delhi with the request to upload the above said training circular on the website of Services Department.

  
15/11/2024  
(ANJU MANGLA)  
DEPUTY SECRETARY (SERVICES)

**Fwd: Letter from Secretary, MeitY to Chief Secretaries of States/UTs regarding MBA programme in Digital Governance and Management at IIM-Visakhapatnam**

**From :** Shri Vijay Kumar Dev <csdelhi@nic.in>

**Subject :** Fwd: Letter from Secretary, MeitY to Chief Secretaries of States/UTs regarding MBA programme in Digital Governance and Management at IIM-Visakhapatnam

**To :** S. B. Deepak Kumar <secservices@nic.in>

Fri, Oct 29, 2021 04:46 PM

3 attachments

**From:** "Alok Kumar Goel" <alok.goel@digitalindia.gov.in>

**To:** "Chief Secretary Andamans" <cs-andaman@nic.in>, "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Naresh Kumar" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Dharam Pal" <adviser-chd@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Mr Anil Kumar Singh" <devcom-dd@nic.in>, "Shri Vijay Kumar Dev" <csdelhi@nic.in>, "Chief Secretary" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Mr VIJAI VARDHAN" <cs@hry.nic.in>, "Ram Subhag Singh" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr.V.P.Joy IAS" <chiefsecy@kerala.gov.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Praful Patel" <lk-admin@nic.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, cs@maharashtra.gov.in, "Dr Jangala Suresh Babu" <sureshbabu.j@nic.in>, "cs-manipur" <Cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Mr JAN ALAM" <csnsl@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "Chief Secretary CS, Puducherry" <cs.pon@nic.in>, cs-pondicherry@nic.in, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Mr S.C Gupta" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "MK" <mkumar@nic.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>

**Cc:** "Vinay Thakur" <vinay@nic.in>

**Sent:** Friday, October 29, 2021 4:10:10 PM

**Subject:** Letter from Secretary, MeitY to Chief Secretaries of States/UTs regarding MBA programme in Digital Governance and Management at IIM-Visakhapatnam

Letter from Secretary, MeitY to Chief Secretaries of States/UTs

Dear Sir/ Madam,

I am directed to forward herewith the letter from Secretary, MeitY regarding the MBA programme in Digital Governance and Management at IIM-Visakhapatnam for your kind perusal.

Please let us know if any assistance is required for the programme mentioned above.

with best regards,

--  
Dr. Alok Goel  
Senior General Manager (CB)  
National e-Governance Division(NeGD)  
Ministry of Electronics and IT  
Government of India  
Office - +91 11 24303779, 24301950  
Mobile - +91-9711445966; 8700502055.

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DS-E

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SO(S-I) up 21/11/21 su bawar



अजय साहनी, आई.एस.  
AJAY SAWHNEY, I.A.S.

सचिव  
संयुक्त सचिव, सूचना प्रौद्योगिकी विभाग  
सचिव  
Ministry of Electronics &  
Information Technology (MeitY)  
Government of India

DO No: NeGD/CB/01-01/2019(Part-I)  
Date: 27.10.2021

Dear Chief Secretary,

**Subject: Master of Business Administration (MBA) Degree program in Digital Governance & Management at IIM Visakhapatnam**

Digital India is the flagship program of the Govt. of India catalysing the transformation of the country as a digitally empowered society and knowledge-economy. It is promoting e-Governance for citizen-empowerment, social progress, inclusive growth and ease of doing business for economic advancement, leading to the realization of Atmanirbhar Bharat.

2. As envisaged under Mission Karmayogi of the Government of India, it has been the endeavour of MeitY to build adequate and relevant capacities to conceptualize, lead and implement Digital-transformation Initiatives. Frontier technologies, evolving business models, dynamic policy and regulatory framework; and increasing cyber security concerns have further amplified the need to have competent teams within and outside government to ensure that the intended outcomes of the technology interventions are achieved.

3. The National e-Governance Division (NeGD), MeitY, in partnership with Indian Institute of Management Visakhapatnam (IIMV) has been conducting a unique and customized Master of Business Administration (MBA) Degree program in Digital Governance & Management. The program is of about 24-months duration spread over 4 semesters, blended with a judicious combination of traditional and virtual class-room modes learning, as well as an 'International Immersion' of about 2 weeks at an international e-Governance focused school. Participants are also required to carry out a Capstone Project of practical importance with potential for implementation in the Digital Governance space, identified in consultation with and endorsed by their respective nominating authorities. The total off-duty duration distributed over the 4 semesters is just about 15 weeks, thereby allowing the officers to continue with their assigned work for the remaining duration. This MBA program is seen as a useful catalyst in supplementing the nation-wide Capacity Building for Digital India program, both in the public and private sector.

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4. The program is considered to be suitable for officers who are championing the implementation of digital governance initiatives in the Government. The program fee for the selected officers is sponsored by the NeGD, MeitY, under the Capacity Building scheme.

5. The program is into its 3<sup>rd</sup> successful year. The feedback from the participants of the previous batches, which have several officers from the Central Ministries and States, including from the IAS, has been highly encouraging, about the program meeting the objectives envisaged of it. It is expected that the officers trained under this program will be leading Digital Transformation initiatives in States and Government of India.

6. The program structure is a mix of on campus, online classes, field visits and International exposure trip. Details of the same is given in Annexure 1.

7. The last date for receiving applications for admission is 24<sup>th</sup> November 2021. The terms and conditions of admission are enclosed at Annexure 2. It is requested that information about the program for the facilitation of nomination of suitable officials from the Central and State Governments, be circulated amongst eligible officers in the State. Interested candidates may be encouraged to apply with advance applications followed by through proper channel submissions.

8. The last date for receiving applications for admission is 24th November 2021. The terms and conditions of admission are in the attachment. Interested candidates may be encouraged to apply with advance applications followed by through proper channel submissions.

9. Further details about the program and selection process may be obtained from Prof. Neena Pandey, Program Chair (PGP-DGM), Indian Institute of Management Visakhapatnam, AU Campus, Visakhapatnam-530003 (Mail: [pgpdgm-chair@iimv.ac.in](mailto:pgpdgm-chair@iimv.ac.in)) and the website of IIMV: <https://www.iimv.ac.in/pgpdgm>.

With regards,

Yours sincerely,



(Ajay Sawhney)

Enclosure: As above

Chief Secretaries of all States and UTs



Master of Business Administration  
Program in Digital Governance and Management (2021-23 Batch) at the  
Indian Institute of Management Visakhapatnam  
(under the aegis of NeGD/MeitY, GOI)

Annexure 1

Program Structure

Program Component	Number of Hours
On-campus, physical classes (total 12 weeks, spread over 5 visits)	250 Hours
Off-campus, virtual classes (evening and/or weekends; 65 weeks)	470 Hours
International Immersion (2 weeks)	060 Hours
Field Visits (1 week)	010 Hours
Capstone Project (off-campus, virtual)	080 Hours
Total (20 weeks per semester), 4 semesters	870 Hours

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**Master of Business Administration**  
**Program in Digital Governance and Management (2021-23 Batch) at the**  
**Indian Institute of Management Visakhapatnam**  
**(under the aegis of NeGD/MeitY, GOI)**

**General Terms & Conditions**

**1. Program & Its Commencement**

The Post Graduate Program in Digital Governance and Management (PGPDGM) leading to the award of Master of Business Administration Degree is scheduled to commence at the Indian Institute of Management Visakhapatnam (IIMV) from January 2022, for which, reporting and registration at IIMV campus will also be held on the same day, to be announced in due course.

**2. Target Audience**

The Program is meant for officers of All India Services, Central Services -organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes, and, for officers of the State Civil Services (SCS) & Non-State Civil Services (Non- SCS):

- Central and State Government Officers with minimum 5 Years of experience in Group 'A' or 'B' services.
- Upper age - 45 years
- Minimum 15 years of residual service

**3. Program Objective**

The customized Program is designed with a view to enhancing the digital capacities in participants. It is envisaged that graduates from the Program would catalyze the footprint and impact of Digital India growing more pervasive and profound, thereby contributing to quantitative and qualitative transformation in the delivery of services to end-users.

**4. Highlights of the Program**

The Program is of about 24-months duration spread over 4 semesters. It is a blended learning model with a judicious combination of traditional and virtual class-room modes. The total off-duty duration distributed over the 4 semesters is 15 weeks and for remaining 65 weeks, the officer can continue to be on duty. The schedule is as given below:

Semester	Description	Duration
Semester - 1: (20 weeks)	On-Campus Orientation	0.5 week
	On-Campus Learning	2.5 weeks
	Off-Campus: Online Learning	16.0 weeks
	Assessment: On-campus	1.0 week
Semester - 2: (20 weeks)	On-Campus Learning	2.0 weeks
	Off-Campus: Online Learning	17.0 weeks
	Assessment: On-campus	1.0 week
Semester - 3: (20 weeks)	On-Campus Learning	2.0 weeks
	Field Visit: Off-campus	1.0 week
	Off-Campus: Online Learning	16.0 weeks
	Assessment: On-campus	1.0 week
Semester - 4: (20 weeks)	On-campus briefing and project-guidance	1.0 week
	Off-campus: International Immersion	2.0 week
	Off-campus: Mentor-guided Project-work	16.0 weeks
	Final Assessment: On-campus	1.0 week
Summary	On-campus Duration (5 visits)	12.0 weeks
	Field Visits/ International Immersion	3.0 weeks
	Off-campus Duration (at respective places)	65.0 weeks
Total		80.0 weeks

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The Program is designed for an immersive and active learning experience for participants. All nominated Officers will be required to carry out a Capstone Project of practical importance and with potential for implementation in the Digital Governance & Management space, identified in consultation with and endorsed by their respective ministries, departments, or organizations. The Project Report will have to be submitted by the officers, to their respective employers towards the end of the fourth term viz. conclusion of the Program. A Nodal Officer, as may be identified by the respective ministries, departments, or organizations, of suitable domain expertise, experience and seniority is required to mentor and guide the nominated officer, in coordination with IIMV, in developing the Project and carrying it out successfully.

The selected officers will be required to complete the "Domestic component" as well as the 'International component' of about 2 weeks at an international e-Governance focused school. Details of the 'Academic Terms and Conditions' of the Program, Application Form and other documents are available on the website of IIMV ([www.iimv.ac.in/pgpdgm](http://www.iimv.ac.in/pgpdgm)).

#### 5. Fee

##### (A) Program Fees

The all-inclusive Program Fee is Rs.16,50,000/- (Rupees Sixteen-Lakh, Fifty Thousand only) per participant (exclusive of GST, if any applicable) including the international immersion program of 2-weeks.

##### (B) Other Expenses

- The exclusions from this Fee are:
  - o To & fro domestic travel costs of participants for attending classes at IIMV as per the schedule prescribed by the Institute
  - o Per-diem and Insurance of participants whether in India and abroad (during the Program)

The above Program Fees, as given in 5(A) for the eligible selected officers of Central and State Government/s as duly recommended by respective cadre control authority, will be sponsored by National e-Governance Division, Ministry of Electronics, and Information Technology (GoI). The "Other Expenses" as defined above are to be borne by the respective nominating ministries, departments, or organizations themselves, where the officer is currently posted.

#### 6. Pay & Allowances

The nominating ministry, department or organization etc. where the officer is currently posted, will meet the cost of: (a) pay and allowances during the training period; (b) travel from place of posting to Visakhapatnam and back; (c) travel, board and lodging (as per his/her eligibility) towards field visits (if any) of the participant for collection of data/information for the Capstone Project; (d) travel to Visakhapatnam for presentation of the Project at the end of the Program; and, (e) Per-diem allowances during domestic travel and international immersion (as per eligibility); and, such other allowances/expenditure as may be permissible to the officer.

#### 7. Accommodation

During the residential component of the Program in IIM Visakhapatnam and while abroad on International Immersion, IIMV will provide suitable single-occupancy accommodation to the participants. During the residential component (domestic), accommodation is provided to only those officers who are not posted at Visakhapatnam. Further, such officers are required to make their own arrangements for to & fro commute to the Program venue.

#### 8. Conditions for Officers admitted to the Program

In case of officers sponsored by the Government of India or State Governments for this Program:

- (i) The period of absence from work (as per the schedule prescribed by IIMV) is to be treated as on duty under FR 9(6)(b)(i).

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- (ii) Nominating Authorities may recommend names of only those officers who are likely to stay with their ministries, departments, or organizations for the entire duration of the Program and are responsible to lead and/or implement Digital Governance projects in their respective area of operations. Nominations are to be approved by the respective cadre control authorities.
  - (iii) Concurrence of State Governments, wherever necessary, would have to be obtained by the Competent Authority before forwarding the nominations.
9. Bond to be executed by the Officers  
Before joining the Program, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the Program; or failing to complete the Program, or quitting the service at any time within a period of five (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand, all charges and expenses that shall or may have been incurred by the Government for this course i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of program fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned, together with interest thereon, from the date of demand, at Government rates for the time being in force on Government loans with the nominating/ cadre controlling authority, as the case may be.
10. Application Process
- (a) Candidates looking for the funding for the program, can check their eligibility and apply on the Institute website after obtaining the consent from their cadre controlling authority. Candidates who will self-finance the program can apply directly on the website.
  - (b) Applications received on or before the stipulated date (specified on the website) would be scrutinized and officers fulfilling the conditions of eligibility will be invited for the selection process by IIMV, under intimation to NeGD, MeitY, Gol. The selection process will take place at Visakhapatnam only, the date and time for which will be communicated to the short-listed candidates by IIMV.
  - (c) However, final selection will be subject to receipt of the duly recommended form by the competent authority (Part B of the Application), along with Vigilance Clearance. Therefore, it is in the interest of the officers to get the consent of their cadre-controlling authority before submitting their application.
  - (d) The costs of travel, board and lodging of applicants for attending the selection process may be borne by the individual officers and reimbursement thereof claimed as per their eligibility, after their applications are cleared through proper channel.
  - (e) The decision on selecting the candidates for sponsorship rests with NeGD, MeitY, Gol.
  - (f) Further details on the Program and clarification (if any) may be obtained from Prof. Neena Pandey, Program Chair (PGP-DGM), Indian Institute of Management Visakhapatnam, AU Campus, Visakhapatnam-530003. You can reach out to her at: pgpdgm-chair@iimv.ac.in For any other clarification, you may also reach out to Shri Vinay Thakur, COO, NeGD at: vinay@nic.in

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A.K. Goel