

भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग  
DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY  
Website: www.deity.gov.in

दिनांक 28.03.2014

Date.....

संख्या(1)/2011-E-Infra/IG (Vol.III)

No.....

To

Shri Arjun J,  
Software Freedom Law Centre, (SFLC.IN),  
K-9, Second Floor, Birbal Road,  
Jangpura Extension,  
New Delhi – 110 014.

**Subject: Request for information sought under RTI Act by Shri Arjun J, New Delhi – Information sought related to the Third Annual Internet Governance Forum (IGF) Meeting held in Hyderabad from 3<sup>rd</sup> to 6<sup>th</sup> December, 2008.**

Sir,

Please refer to your RTI application dated 13.02.2014 on the above subject which has been received by the undersigned on 26.02.2014.

The information pertaining to the RTI is annexed.

Thanking you,

Yours faithfully,



(T. Santhosh)

Sci. 'D' & Jt. Director CPIO

Tel: 24301831

Encl: As above

Copy to:-

Shri R.K. Sharma,  
Dy. Director (RTI)  
DeitY.



राष्ट्रीय इ-गवर्नेंस योजना  
National e-Governance Plan

Public services closer home

AGREEMENT BETWEEN THE UNITED NATIONS AND THE GOVERNMENT OF THE  
REPUBLIC OF INDIA REGARDING THE ARRANGEMENTS FOR THE 2008 INTERNET  
GOVERNANCE FORUM MEETING

WHEREAS the Secretary-General accepted the invitation of the Government of the Republic of India, represented by the Department of Information and Technology, (hereinafter referred to as the "Government") to hold the 2008 Internet Governance Forum Meeting (hereinafter referred to as the "Meeting") in Hyderabad,

NOW THEREFORE, the United Nations and the Government hereby, agree as follows:

Article I

Date and place of the Meeting

The Meeting shall be held in Hyderabad, at the Hyderabad International Convention Centre, from 3 to 6 December 2008.

Article II

Attendance at the Meeting

1. The Meeting shall be open to participation by the representatives or observers of:

- (a) States;
- (b) Private Sector;
- (c) Civil Society;
- (d) The academic and technical communities;
- (e) Intergovernmental organizations;
- (f) International organizations and non-governmental organizations;
- (g) Officials of the United Nations Secretariat;
- (h) Other persons invited by the United Nations.

2. The list of participants will be determined by the United Nations and communicated to the Government, prior to the holding of the Meeting.

3. All meetings shall be open to representatives of information media accredited by the United Nations at its discretion after consultation with the Government.

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Article III

Premises, equipment, utilities and supplies

1. The division of functions and responsibilities between the United Nations and the Government is set out in Annex I to the present Agreement.
2. The Government shall provide the necessary premises, including meeting rooms for informal meetings, office space, working areas and other related facilities, as specified in Annex II and Annex III. The Government shall at its expense furnish, equip and maintain in good repair all these premises and facilities in a manner that the United Nations considers adequate for the effective conduct of the Meeting. The meeting rooms shall be equipped for reciprocal simultaneous interpretation between six languages and shall have facilities for digital sound recording in that number of languages as well as facilities for press, television, radio and film operations, to the extent required by the United Nations as specified in Annex IV. The premises shall remain at the disposal of the United Nations 24 hours a day from one day prior to the meeting until the day after it closes.
2. The Government shall provide, if possible within the meeting area: bank, post office, telephone and telegram facilities, as well as appropriate eating facilities, a travel agency and a secretarial service centre, equipped in consultation with the United Nations, for the use of delegations to the meeting on a commercial basis.
3. The Government shall provide the necessary Information and Communication Technology (ICT) services, as specified in Annex V.
4. The Government shall bear the cost of transport and insurance charges, from any established United Nations office to the site of the Meeting and return, of all United Nations equipment and supplies required for the adequate functioning of the Meeting. The United Nations shall determine the mode of shipment of such equipment and supplies.

Article IV

Accommodation

The Government shall ensure that adequate accommodation in hotels or residences is available at reasonable commercial rates for persons participating in or attending the Meeting.

Article V

Medical facilities

1. Medical facilities adequate for first aid in emergencies shall be provided by the Government within the Meeting area.
2. For serious emergencies, the Government shall ensure immediate transportation and admission to a hospital.

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173Article VITransport

1. The Government shall provide transport between the airport and the Meeting area and principal hotels for the members of the United Nations Secretariat servicing the Meeting upon their arrival and departure.
2. The Government shall ensure the availability of transport for all participants and those attending the Meeting between the airports, the principal hotels and the Meeting area.
3. The Government shall provide an adequate number of cars with drivers for official use by the principal officers and the secretariat of the meeting, as well as such other local transportation as is required by the secretariat in connection with the Meeting.
4. The Government shall also provide regular shuttle buses to transport people between the hotels and the Meeting venue for the duration of the Meeting.

Article VIIPolice protection

The Government shall furnish such police protection as may be required to ensure the effective functioning of the Meeting in an atmosphere of security and tranquillity free from interference of any kind. While such police services shall be under the direct supervision and control of a senior officer provided by the Government, this officer shall work in close co-operation with a designated senior official of the United Nations. In this regard, specific security aspects will be agreed upon by a separate arrangement between United Nations Security and the competent Indian Authority.

Article VIIILocal personnel

1. The Government shall appoint a liaison officer who shall be responsible, in consultation with the United Nations, for making and carrying out the administrative and personnel arrangements for the Meeting as required under this Agreement.
2. The Government shall recruit and provide an adequate number of secretaries, typists, clerks, personnel for the reproduction and distribution of documents, assistant Meeting officers, ushers, messengers, bilingual receptionists, telephone operators, cleaners and workmen required for the proper functioning of the Meeting, as well as drivers for the cars referred to in article VI, paragraphs 1 and 3. The exact requirements in this respect are specified in Annex VI. Some of the persons shall be available at least four days before the opening of the Meeting and until a maximum of two days after its close, as required by the United Nations.

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Article IX

Financial arrangements

1. The Government, in addition to the financial obligations provided for elsewhere in this Agreement, shall, in accordance with General Assembly resolution 31/140, section I, paragraph 5, bear the actual additional costs directly or indirectly involved in holding the Meeting in the Republic of India rather than at Geneva in which the established headquarters of the Secretariat of the Internet Governance Forum resides. Such costs, which are provisionally estimated at approximately \$US 517,078.00, shall include, but not be restricted to, the actual additional costs of travel and staff entitlements of the United Nations officials assigned to plan for or attend the Meeting, as well as the costs of shipping any necessary equipment and supplies. Arrangements for the travel of United Nations officials required to plan for or service the Meeting and for the shipment of any necessary equipment and supplies shall be made by the Secretariat in accordance with the Staff Regulations and Rules of the United Nations and its related administrative practices regarding travel standard, baggage allowances, subsistence payments and terminal expenses.

2. The Government shall, not later than 31 October 2008, deposit with the United Nations the sum of \$US 517,078.00, representing the total estimated costs referred to in paragraph 1. If necessary, the Government shall make further advances as requested by the United Nations so that the latter will not at any time have to finance temporarily from its cash resources the extra costs that are the responsibility of the Government.

3. The deposit and the advances required by paragraph 2 shall be used only to pay the obligations of the United Nations in respect of the Meeting.

4. After the Meeting, the United Nations shall give the Government a detailed set of accounts showing the actual additional costs incurred by the United Nations and to be borne by the Government pursuant to paragraph 1. These costs shall be expressed in United States dollars, using the United Nations official rate of exchange at the time the payments are made. The United Nations, on the basis of this detailed set of accounts, shall refund to the Government any funds unspent out of the deposit or the advances required by paragraph 2. Should the actual additional costs exceed the deposit, the Government shall remit the outstanding balance within one month of the receipt of the detailed accounts. The final accounts shall be subject to audit as provided in the Financial Regulations and Rules of the United Nations, and the final adjustment of accounts shall be subject to any observations which may arise from the audit carried out by the United Nations Board of Auditors, whose determination shall be accepted as final by both the United Nations and the Government.

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121Article XLiability

1. The Government shall be responsible for dealing with any action, claim or other demand against the United Nations or its officials and arising out of:
  - (a) Injury to persons or damage to or loss of property in the premises referred to in article III that are provided by or are under the control of the Government;
  - (b) Injury to persons or damage to or loss of property caused by, or incurred in using, the transport services referred to in article VI that are provided by or are under the control of the Government;
  - (c) The employment for the Meeting of the personnel provided by the Government under article VIII.
  
2. The Government shall indemnify and hold harmless the United Nations and its officials in respect of any such action, claim or other demand.

Article XIPrivileges and immunities

1. The Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly on 13 February 1946 (hereinafter referred to as "the Convention"), to which the Government is a party, shall be applicable in respect to the Meeting.
  - (a) The representative of States shall enjoy the privileges and immunities provided under article IV of the Convention. Other participants invited by the United Nations shall enjoy the privileges and immunities accorded to experts on mission for the United Nations by Articles VI and VII of the Convention. Officials of the United Nations participating in or performing functions in connection with the Meeting shall enjoy the privileges and immunities provided under articles V and VII of the Convention. Officials of the Specialized Agencies participating in the Meeting shall be accorded the privileges and immunities provided under articles VI and VIII of the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the General Assembly, on 21 November 1947;
  - (b) Without prejudice to the provisions of the Convention all participants and persons performing functions in connection with the Meeting shall enjoy such privileges and immunities, facilities and courtesies as are necessary for the independent exercise of their functions in connection with the Meeting;
  - (c) Personnel provided by the Government pursuant to this Agreement shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in their official capacity in connection with the Meeting;
  - (e) All participants and all persons performing functions in connection with the Meeting shall have the right of unimpeded entry into and exit from India. Visas and

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120

entry permits, where required, shall be granted free of charge and issued as speedily as possible. When applications are made four weeks before the opening of the Meeting, visas shall be granted not later than two weeks before the opening of the Meeting. If the application is made less than four weeks before the opening, visas shall be granted as speedily as possible and not later than three days before the opening. Arrangements shall also be made to ensure that visas for the duration of the Meeting are delivered at the airport of arrival to those who are unable to obtain them prior to their arrival. Exit permits, where required, shall be granted free of charge, as speedily as possible and in any case not later than three days before the closing of the Meeting.

(f) For the purpose of the Convention on the Privileges and Immunities of the United Nations, the meeting premises specified in article III, paragraph 1, above, shall be deemed to constitute premises of the United Nations in the sense of section 3 of the Convention and access thereto shall be subject to the authority and control of the United Nations. The premises shall be inviolable for the duration of the Meeting, including the preparatory stage and the winding-up.

(g) The Government shall allow the temporary importation, tax-free and duty-free, of all equipment, including technical equipment accompanying representatives of information media, and shall waive import duties and taxes on supplies necessary for the Meeting. It shall issue without delay any necessary import and export permits for this purpose.

## Article XII

### Settlement of disputes

Any dispute between the United Nations and the Government concerning the interpretation or application of this Agreement that is not settled by negotiation or other agreed mode of settlement shall be referred at the request of either party for final decision to a tribunal of three arbitrators, one to be named by the Secretary-General of the United Nations, one to be named by the Government and the third, who shall be the chairperson, to be chosen by the first two; if either party fails to appoint an arbitrator within 60 days of the appointment by the other party, or if these two arbitrators should fail to agree on the third arbitrator within 60 days of their appointment, the President of the International Court of Justice may make any necessary appointments at the request of either party. However, any such dispute that involves a question regulated by the Convention on the Privileges and Immunities of the United Nations shall be dealt with in accordance with section 30 of that Convention.

## Article XIII

### Annexes

All annexes to this Agreement form an integral part of the Agreement.

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Article XIV

Final provisions

1. This Agreement may be modified by written agreement between the United Nations and the Government.

2. This Agreement shall enter into force immediately upon signature by the Parties and shall remain in force for the duration of the Meeting and for such a period thereafter as is necessary for all matters relating to any of its provisions to be settled.

SIGNED this day 17<sup>th</sup> of Nov 2008 at Geneva in duplicate in English.

For the United Nations

For the Government of India

*Rachel Mayjin*  
for Sha Zukang  
Under-Secretary-General for  
Economic and Social Affairs

*Swashpawan Singh*  
Swashpawan Singh  
Permanent Representative of  
India to the UN Office in Geneva



## ANNEX I

Division of functions and responsibilities between the United Nations and  
The Republic of India

## 1. The United Nations will be responsible for:

- (a) the invitation and selection of international participants;
- (b) the planning and running of the Meeting and the preparation of appropriate documentation;
- (c) substantive support before, during and after the Meeting;
- (d) the official IGF Web site with all substantive input, programme and agenda.

## 2. The Government will be responsible for:

- (a) venue, facilities and technical requirements (e.g. audio-visual equipment and LCD projectors) for the Meeting, as set out in Annexes I and II;
- (b) providing local counterpart staff to assist with the planning and preparations for the Meeting, as set out in Annex III;
- (c) office supplies and equipment for United Nations staff, including stationery, computers (desktop PCs and laptops with Internet connection), printers, photocopiers, telephones and fax machines as set out in Annex IV;
- (d) providing support to participants and officials from the United Nations in securing hotel accommodations (at government rate) and transportation arrangements; and
- (e) other necessary logistic and organizational services in support of the Meeting as requested by the United Nations;
- (f) the administrative arrangements and costs relating to the issuance of airline tickets and payment of subsistence allowance for participants specified in Article II 1 (g);
- (g) the Host Country Web site with detailed information about all logistical arrangements, such as visa, hotel booking, transport, security as well as tourism.

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## ANNEX II

Conference rooms, media facilities, offices and other areas

The Government shall take all necessary actions to make available to the Internet Governance Forum (IGF) Secretariat, free of charge, the following conference rooms, meeting rooms and other areas as necessary and in a manner that the secretariat considers adequate to ensure the proper functioning of the Meeting:

In conformity with Article III of the Agreement between the United Nations and the Government the following localities are considered Meeting Area:

**1. Conference rooms****a) Main conference hall**

A main conference hall capable of accommodating between **one thousand two hundred (1200) and one thousand three hundred (1300) participants** (theatre style), equipped with:

- a head table/podium with twelve (12) seats and (12) microphones, with 6 monitors for viewing transcription and other screen input,
- a lectern with one (1) mobile microphone,
- headphones for each participant and for the head table,
- sixteen (16) mobile microphones,
- Wireless LAN for 1500 simultaneous users (free of charge),
- The first 10 front rows should have access to RJ45 LAN jacks plug in points,
- power plugs for laptops one for every two (2) persons,
- two (2) large screens, clearly visible to all participants both on the floor and at the head table (placement to be specified in situ)
- PC or laptop for projection, with English, or preferably internationalised, keyboard (Microsoft Word and PowerPoint, diskette, CD-ROM/DVD drives and USB ports),
- two (2) projectors(XGA/SVGA Data) with direct connection to the PC or laptop for projection and audio input,
- video streaming of the sessions in an open standard to the Internet in English plus floor,
- audio streaming in all six (6) UN languages (A/C/E/F/R/S), plus floor, i.e. a total of seven (7) channels (IBS), the streams should also be recorded on digital media (preferably on a hard drive) and given to the IGF Secretariat at the end of the meeting.

The conference room should be equipped for simultaneous interpretation from and into six languages and have facilities for sound recording (English and the floor). The

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166

English, French, Russian and Spanish interpretation booths should accommodate two interpreters comfortably in each booth. The Arabic and Chinese booths should accommodate three interpreters in each booth. Interpreters should be able to switch to seven (7) channels, i.e. the original language as well as the six (6) language channels. The Arabic and Chinese booths require a system whereby they can override either the English or French booths so that the Arabic and Chinese interpreters can work into those languages without physically moving to either booth. If possible, local telephones (with blinking lights, not bells) should be provided in at least two of the booths.

Water pitchers and glasses shall be available on the podiums, at the entrances to the room and in the interpretation booths.

b) **Conference rooms for workshops**

Seven (7) conference rooms, capable of accommodating between seventy five (75) and three hundred (300) participants (theatre style), equipped with:

- a head table with six (6) seats and six (6) microphones,
- Four (4) mobile microphones,
- Wireless LAN IEEE for 150-300 persons (free of charge) in each room
- power plugs for laptops one for every two (2) persons,
- two (2) large screens, clearly visible to all Participants both on the floor and on the podium itself,
- two (2) projectors(XGA/SVGA Data) with direct connection to the PC or laptop for projection and audio input
- one of the workshop rooms (Hall 6) should have translation equipments - 3 languages (English, French and Spanish booths)

c) **Other meetings rooms**

Four meeting rooms, capable of accommodating between fifteen (1) and sixty (sixty) people seated around a table. Microphones need to be provided for the biggest meeting room.

- Wireless LAN IEEE for 150-300 persons (free of charge) in each room
- power plugs for laptops one for every two (2) persons,

2 **Media facilities**

a) **Media Centre**

- One room or space with partitions for the print media, capable of accommodating one hundred and fifty (150) media persons.
- One room or space with partitions for the electronic media, with workspaces 3m X 3m with adequate power supply, capable of accommodating fifty (50) media persons.
- Computers, laptop connection points (with LAN cables) and printers connected to the Network should be made available.

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- Desks and chairs,
  - Power points by the desks for use by the media.
- b) Room for media conferences
- c) One room, capable of accommodating approximately one hundred and fifty (150) persons (theatre style) a lectern with two (2) mobile microphone and digital sound recording.
  - d) A head table with six (6) seats and six microphones, on a riser platform,
  - e) Six (6) mobile microphones,
  - f) Wireless LAN IEEE for 100 persons (free of charge),
  - g) Power plugs for laptops one for every two (2) persons.
  - h) UN/IGF logo backdrop,
  - i) Riser platform for visual media (TV crews and photographers).
- c) Services
- Technical support and coordination with third-party service providers to provide all media services to accredited journalists
  - Host broadcasting services (host country directly or by outsourcing to the regional broadcasting organization - Transmission facilities (through EBU feedpoint) - 1 editing bench, 1 tape play-out, 1 stand-up for a presenter or interview, 1 satellite up-link Webcasting (for main sessions and press conferences)
  - Audiocasting (for other events)
  - Media centre for print media, radio, TV and press agencies as well as for media staff of DPI and UN agencies
  - IT support staff in the press room of the Media Centre to assist accredited media
  - Press conference room
  - Technical arrangements in the main meeting hall for meeting coverage: media officers, TV and radio pool areas, audio and video feed in selected areas
  - TV Studio (one room designated for TV and/or Radio interviews complete with IGF logo backdrop and UN flag, couch/chair(s) for interviewer and guests.
3. Other areas
- a) Reception and registration area
  - b) Space for showcasing institutions and projects (depending on the number of requests for exhibits received by the secretariat). Ensure that there are connection points to power and network available and provide Wireless LAN and modems for 300 persons (free of charge).
  - c) Meeting spaces capable of accommodating 15 participants.
  - d) Internet café equipped with forty (40) PCs (multilingual system) with Internet access, a maximum of laptop connections, printers, Wireless LAN and modems for the use of Conference Participants. Helpdesk and local staff for the Internet café.
  - e) Information desk.

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- f) Bank, post office, travel agency, cafés and restaurants.
- g) Documents distribution area.
- h) Documents reproduction area.

4. **Access to conference areas**

All public areas at the meeting venue shall be made accessible to people with disabilities.

5. **Flags and logos**

- a) In the meeting premises as specified in Article III, the United Nations protocol will apply as regards the displaying and use of flags and emblems.
- b) No commercial logos will be displayed in the meeting premises.

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## ANNEX III

Office space and equipment

Offices will be required for the following:

- A Under Secretary-General of the United Nations
- B Special Advisor to the Secretary-General for Internet Governance
- C Executive Coordinator
- D Security
- E Conference Coordinator
- F IGF Secretariat / DPI
- G Multistakeholder Advisory Group (MAG)
- H Panellist's holding room

All these offices will require:

Office A (large office with VIP furniture)

- one (1) desk
- one (1) table to seat ten (10) persons
- one (1) telephone with international line
- two (2) PCs with printer and Internet connection
- connection points to the power and network

Office B (large office with VIP furniture)

- one (1) desk
- one (1) table to seat six (6) persons
- one (1) telephone with international line
- one (1) PC with printer and Internet connection
- connection points to the power and network

Office C (large office with VIP furniture)

- one (1) desk
- one (1) table to seat six (6) persons
- one (1) telephone with international line
- one (1) PC with a dual monitor LCD display (minimum 17") and one shared multi-functional printer/scanner and Internet connection
- connection points to the power and network

Office D

- one (1) desk
- one (1) table to seat six (6) persons
- three (3) PCs one shared multi-functional printer/scanner and Internet connection
- one (1) telephone with international line
- connection points to the power and network

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Office E

- two (2) PCs with one shared multi-functional printer/scanner and Internet connection
- two (2) telephones with international telephone line
- one (1) fax machine
- connection points to the power and network

Office F

- seven (7) PCs with one shared multi-functional printer/scanner and Internet connection
- two (2) telephones with international telephone line
- one (1) fax machine
- connection points to the power and network

Office G

- one conference table to seat fifteen (15) persons
- forty (40) chairs in total
- two (2) PCs with one shared multi-functional printer/scanner and Internet connection
- connection points to the power and network

Office H

- one (1) table to seat (12) twelve persons
- twenty five (25) chairs in total
- one (1) PC with printer and Internet connection
- connection points to the power and network

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## ANNEX IV

Facilities/Services

1. The provision of real-time scribing services for all sessions held in the main hall. The scribing will be done on-site, the real-time transcription will be projected on at least one of the screens in the conference room, and the transcript will be provided to the United Nations shortly after the conclusion of each session.
2. The provision of interpretation into all UN languages for all sessions held in the main hall.
3. Uninterrupted Power Supply for the servers room and all the wiring closets.
4. Three heavy-duty hi-speed photocopying machines and paper for reproduction of 100,000+ copies.
5. Air-conditioning (or heating) at a constant temperature of twenty (20) degrees Celsius, lighting, water and cleaning of the meeting premises described above.
6. First-aid facilities within the meeting premises; for emergency services, the Government shall ensure immediate transportation and admission to a hospital.
7. A service for the reservation of hotel rooms for meeting Participants and for participating United Nations staff, at reasonable commercial rates. It is understood that such reservations shall not entail any liability on the part of the Government or the United Nations.
8. A Travel Agent, with a temporary office in the meeting premises with functions to include reconfirming, rerouting and issuing air tickets.
9. Reception and information services for Conference Participants in English and French. Other United Nations languages will be an asset.
10. Reception of Conference Participants and participating IGF officials at the airport.
11. Transport for UN staff upon arrival from the airport to the hotel and at the end of the conference from the hotel to the airport.
12. Transport for the participants upon arrival from the airport to their hotels and back to the airport at the end of the conference. During the conference, shuttles will be organized from the official hotels to the IGF meeting venue and vice versa.



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## ANNEX V

### ICT Requirements

The Government shall take all necessary action to make available to the IGF Secretariat, free of charge, the following IT infrastructure, equipment and services in a manner that the secretariat considers adequate to ensure the proper functioning of the meeting.

#### **Formats and standards**

As general principle all ICT equipment and services should not rely exclusively on proprietary formats. Open standards should be used to the extent possible. Wherever possible propriety software should support open standards.

#### **General network requirements**

Local Area Network (LAN) equipment to be used at the meeting premises, including servers, hubs, switches, routers, network adapters, wiring, and associated software, as needed. There will be a minimum of two independent LANs, one for secretariat staff and another one for delegates. All wiring closets will have the facility to connect to either of the LANs. The LAN for secretariat staff must include all specified IGF office areas, including registration and document preparation areas in a single network. The network must be installed, tested and operational before the arrival of the first IGF Secretariat staff.

1. The wired local area network should comprise of 10/100 Mbps Ethernet segments for PCs and printers connections.
2. The wired network should have redundancy at the core level.
3. The cabling infrastructure for Item 1 above with well-labelled cables and network points.
4. There should be at least three different VLANs (and one management VLAN), with access control such that machines on one network will not be able to access another machine on the other two networks (apart from the LAN services mentioned above).
  - a. One VLAN for the IGF offices;
  - b. One VLAN for the PCs and printers at the cyber café;
  - c. One VLAN for the wireless LAN and laptop connections in the cyber café;
  - d. One management VLAN for the network devices, not accessible from any of the above three VLANs.
5. All PCs installed on the above non-management segments should be able to access the Internet and to establish VPN connectivity, if necessary, to the Delegates' office networks, no ports should be blocked.

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### Wireless LAN

Wireless LAN: as per IEEE 802.11 /b/g standards must cover all conference and meeting rooms, offices, Cyber Café and will be connected to the delegate LAN capable of supporting 1500 simultaneous users.

The wireless LAN is considered as an extension of the wired LAN hence all the general requirements mentioned above also apply. In particular,

1. The wireless LAN should be 802.11a, b, g and Wi-Fi compliant.
2. SSID = IGFdelg
3. WEP disabled
4. No ports should be blocked

### Telecommunication and Equipment

1. Telecommunication equipment and services (phones, faxes). - Telephone sets are to be provided, a part with local access and another part with international access. Definition of a local line: within the meeting premises, city and to reach the mobile phones provided by the Host country.
2. Cellular phones with local line (~15) for key IGF personnel. These telephones are to be assigned on-site by the secretariat at its discretion.
3. Fax machines for the secretariat.
4. Public audio system to make announcements.
5. Screens for the announcement of the meetings as defined in situ.

### Security

1. Adequate security measures should be applied such that the network infrastructure is protected from unauthorized access and attacks.
2. The IGF Secretariat could request the blocking of any ports or MAC addresses during the event as the necessity arises.
3. For all installed computers (including computers in cybercafé) an updated version of good anti-virus software should be installed, with daily updates of virus databases scheduled for downloads.
4. All computers should have a choice of programmes that adhere to open standards (browsers and office software, ODF)
5. Computers (e.g. in the cybercafé) which are dedicated to web browsing should be configured in such a way that users will not be able to install, save or shutdown the machine.
6. For delegate computers that are also used for text processing, users should not be given administrator privileges.

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**PCs, Servers, Printers, Scanners (Minimum Requirements)**

Total number of PCs: 125 (50 for the Internet Café)

Total number of printers: 15

Total number of scanners: 2

Total number of photocopiers: 4

Total number of projectors (XGA resolution or higher, minimum 2200 Ansi Lumen): 17

All computers will be equipped with a choice of software that complies with open standards and Microsoft Office with all the relevant patches and updates installed.

These equipments will be used for the following locations:

**On-Site Support**

For the ICT infrastructure and site facilities 24/7 support (on call outside conference hours) and access is needed for:

1. Technicians
2. Network Engineers
3. System Engineers
4. Suppliers

**Documentation**

1. A documentation detailing physical and logical network layout should be provided at least 3 weeks prior to the meeting. This documentation should include:
  - a. VLAN information should be provided.
  - b. IP address map should be provided.
2. A list of IT personnel with their titles, functions, telephone numbers should be provided.
3. Audio recordings of the workshops and video recordings of the main sessions shall be made and given to the United Nations on digital media, clearly labelled and in an open standard (mp3 for audio files, mp4 for video) at the conclusion each session.

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## ANNEX VI

Local staff

- One (1) local secretary / personal assistant with very good knowledge of English from 24 November;
- Two (2) local secretaries / personal assistants with very good knowledge of English from 26 November;
- One (1) local secretary / personal assistant with very good knowledge of English from 1 December;
- sixteen (16) assistant conference room officers (from 1 December 2008);
- six (6) assistant documents reproduction officers (from 1 December 2008);
- four (4) assistant documents distribution officers (from 1 December 2008);
- 30 assistant registration officers (from 30 November 2008).

Total local staff needed: 60

22.10.2008

To  
Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan,  
New Delhi-110003.

**Subject: Transfer of a sum of US\$ 517128 to the United nations account in New York**

Sir,

I am directed to convey the sanction of the President in terms of powers delegated under schedule V of the Delegation of Financial power Rules, 1978 to the payment of US \$ 517128 (US \$ five lakh seventeen thousand one hundred twenty eight only) plus Bank of India charges towards India as host country bearing actual additional costs of travel and staff entitlements (baggage allowances, subsistence payments and terminal expenses) of the United Nations officials assigned to plan for or attend the Meeting, as well as the costs of shipping any necessary equipment and supplies.

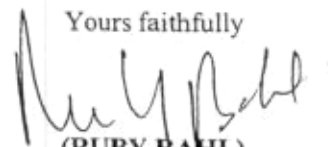
I am further directed to convey the sanction of the President under the delegation of Financial Powers Rules 1978 to the release of payment of US \$ 517128 (US \$ five lakh seventeen thousand one hundred twenty eight only) equivalent to Rs.232.71 lakhs to the United Nations.

The amount of US \$ 517128 (US \$ five lakh seventeen thousand one hundred twenty eight only) is to be paid by wire transfer to UNDESA Technical Cooperation Activities Account Number 485-000-865, ABA Number 021-000-021, Swift: CHASUS33, JP Morgan Chase Bank, International Agencies Banking, 1166 Avenue of the Americas, 17<sup>th</sup> Floor, New York, NY, 10036-2708.

The amount will be debitible under the Major Head No.2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc.Infor.Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) 07.11 Internet Proliferation and Governance: 07.11:50 - Other Charges under the Demand No.14 for the year 2008-09.

This issued with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary Nq.18189 dated 06.10.2008.

Yours faithfully

  
(RUBY BAHL)  
Deputy Director

Copy to: -

- 1) The Principal Director of Audit, Scientific Department, I.P. Estate, New Delhi.
- 2) Finance Division, DIT
- 3) C&A Section, DIT (2 copies)
- 4) The Manager, Reserve Bank of India, Parliament Street, New Delhi.
- 5) United Nations Headquarter, New York
- 6) JD(MB)
- 7) Sanction File

  
(RUBY BAHL)  
Deputy Director

ISSUED  
22/10/08

of  
Genl  
22/10/08

of/c

No.13(21)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

27.11.08

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of payment to NIXI for Hosting of Internet Governance Forum  
(IGF 2008) in December 2008. CAT(Others)

Sir,

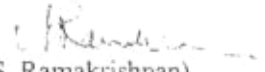
I am directed to convey the sanction of the President under the delegation of financial powers rules, 1978 to the release of Rs. 35.00 lakhs (Rupees Thirty five Lakhs only) to NIXI for DSA and Terminal expenses in respect of 50 members including officials from the UN Headquarter visiting India during 23-11-08 to 07-12-08 for IGF 2008.

2. The amount of Rs. 35.00 lakhs will be paid by Cheque in favour of NIXI payable at New Delhi.

3. The amount will be debitible under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc. Infor. Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 - Other Charges under the Demand No. 14 for the year 2008-09. (Plan)

4. This issues with the approval of Secretary, DIT and concurrence of JS&FA, DIT Vide Diary No. 18189 dated 26.11.2008

Yours faithfully

  
(S. Ramakrishnan)  
Deputy Director

Copy to:-

1. Drawing & Disbursing Section, DIT(2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
4. JD(MB)
5. ACEO, National Internet Exchange of India, 121-123 Ansal Tower, 38, Nehru Place  
New Delhi
6. Sanction File

  
(S. Ramakrishnan)  
Deputy Director

ok  
23/11/08

(155)

No.13(6)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

27.11.2008

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of 4<sup>th</sup> & 5<sup>th</sup> installments of advance payment to M/s. Cyberabad Convention Centre Pvt. Ltd., Hyderabad International Convention Centre (HICC), Hyderabad for hosting of the 3<sup>rd</sup> Internet Governance Forum (IGF) Meeting during 3-6, December 2008. (Cat 'A')

Sir,

I am directed to convey the sanction of the President under the delegation of financial powers rules, 1978 to the release of 4<sup>th</sup> and 5<sup>th</sup> installments of advance payment of Rs.1,14,29,681/- (Rupees One crore Fourteen lakhs Twenty nine thousand Six hundred and Eighty one only) for Booking of Venue space Hyderabad International Convention Centre (HICC), Hyderabad from 01-12-2008 to 07-12-2008 to M/s. Cyberabad Convention Centre Pvt. Ltd., Hyderabad

2. The payment of Rs. 1,14,29,681/- has to be made through cheque in advance in favour of M/s. Cyberabad Convention Centre Pvt. Ltd., Hyderabad

3. The amount will be debitible under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc.Infor.Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 - Other Charges under the Demand No. 14 for the year 2008-09.(Plan)

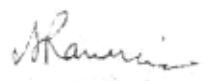
4. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No.16750 dated 26.11.08

Yours faithfully

  
(S. Ramakrishnan)  
Deputy Director

Copy to:-

- 1.Drawing & Disbursing Section, DIT(2 copies)
- 2.Finance Division, DIT
- 3.Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
- 4.JD(MB)
- 5.HICC, Hyderabad
- 6.Sanction File

  
(S. Ramakrishnan)  
Deputy Director

9.  
2008

No. 1,00,000  
Government of India  
Department of Information Technology  
Electronics Niketan, 6, CGO Complex  
New Delhi-110003

05.11.2008

To

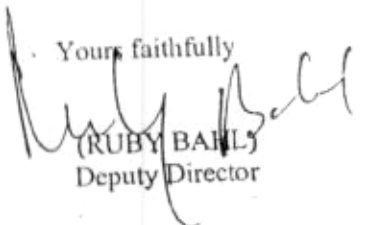
Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of 3<sup>rd</sup> instalment of advance payment to M/s. Cyberbad Convention Centre Pvt. Ltd., Hyderabad International Convention Centre (HICC), Hyderabad for hosting of the 3<sup>rd</sup> Internet Governance Forum (IGF) Meeting during 3-6, December 2008. (Cat 'A')

Sir,

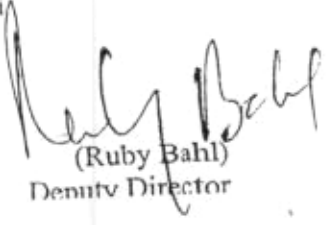
I am directed to convey the sanction of the President under the delegation of financial powers rules, 1978 to the release of 3<sup>rd</sup> instalment of advance payment of Rs. 36,30,608.00/- (Rupees Thirty Six lakh Thirty thousand Six hundred and Eight only) to Hyderabad International Convention Centre (HICC) Hyderabad for Booking of Venue space from 01-12-2008 to 07-12-2008

2. The payment of Rs. 36,30,608.00/-- has to be made through cheque in advance in favour of M/s. Cyberbad Convention Centre Pvt. Ltd., Hyderabad
3. The amount will be debitible under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics : 07 Manpower Development (Inc.Infor.Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance : 07.11:50 - Other Charges under the Demand No. 14 for the year 2008-09.(Plan)
4. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No.16750 dated 15.10.2008

Yours faithfully  
  
(RUBY BAHL)  
Deputy Director

Copy to:-

1. Drawing & Disbursing Section, DIT(2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
4. JD(MB)
5. HICC, Hyderabad
6. Sanction File

  
(Ruby Bahl)  
Deputy Director



157

No.13(6)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

02.09.2008

To,  
Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of Second installment of advance payment to M/s. Cyberabad Convention Center Pvt. Ltd., Hyderabad International Convention Centre(HICC), Hyderabad for hosting of the 3<sup>rd</sup> Internet Governance Forum (IGF) Meeting during 3-6, December 2008. (Cat 'A')

Sir,

I am directed to refer to this Department's letter of even number dated 30.6.2008 for release of advance payment of Rs. 36,30,608.00/- to Hyderabad International Convention Centre(HICC) Hyderabad for hosting of the 3<sup>rd</sup> Internet Governance Forum (IGF) Meeting during 3-6, December 2008. (Copy enclosed).

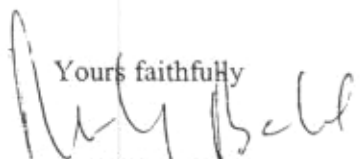
I am now directed to convey the sanction of the President under the delegation of Financial powers rules, 1978 to the release of Second installment of advance payment of Rs. 36,30,608.00/- (Rupees Thirty Six lakh Thirty thousand Six hundred and Eight only) to Hyderabad International Convention Centre(HICC) Hyderabad for Booking of HICC from 01-12-2008 to 07-12-2008.

The payment of Rs. 36,30,608.00/- has to be made through Demand Draft in favour of M/s. Cyberabad Convention Center Pvt. Ltd., Hyderabad.

The amount will be debitable under the Major Head No.2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc.Infor.Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 – Other Charges under the Demand No. 14 for the year 2008-09.


This issue with the approval of Secretary and concurrence of JS&FA, DIT  
Vide Diary No.16750 dated 11.08.2008.

Yours faithfully

  
(RUBY BAHL)  
Deputy Director

Copy to:-

1. Drawing & Disbursing Section, DIT (2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Dept., AGCR Bldg, New Delhi
4. HICC, Hyderabad
5. JD(MB)
6. Sanction File

  
(RUBY BAHL)  
Deputy Director

HICC

(12)

No.13(6)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

30.06.2008

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of advance payment to M/s. Cyberabad Convention Center Pvt. Ltd., Hyderabad International Convention Centre(HICC), Hyderabad for hosting of the 3<sup>rd</sup> Internet Governance Forum (IGF) Meeting during 3-6, December 2008. (Cat 'A')

Sir,

I am directed to convey the sanction of the President under the delegation of financial powers rule, 1978 to the release of Rs. 36,30,608.00/- (Rupees Thirty Six lakh Thirty thousand Six hundred and Eight only) to Hyderabad International Convention Centre(HICC) Hyderabad for Booking of Venue space from 01-12-2008 to 07-12-2008

2. The payment of Rs. 36,30,608.00/- has to be made through cheque in advance in favour of M/s. Cyberabad Convention Center Pvt. Ltd., Hyderabad.

3. The amount will be debitible under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics : 07 Manpower Development (Inc.Infor.Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance : 07.11:50 - Other Charges under the Demand No. 14 for the year 2008-09 (Plan).

4. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No. 16750 dated 18.06.2008

Yours faithfully

*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

Copy to:-

1. Drawing & Disbursing Section, DIT (2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Dept., AGCR Bldg, New Delhi
4. HICC, Hyderabad
5. JD(MB)
6. Sanction File

*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

232

No.13 (6)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

22.03.2009

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:-Release of balance amount of Second installment to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008. (Cat 'A')

Sir,

I am directed to refer to this Department's letter of even number dated 02.09.2008 for release of second installment of advance payment of Rs 8,95,035/-lakhs to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008, but due to an error in making the bill only an amount of Rs. 4,47,517.00 was released by DIT to Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad (Copy enclosed)

2. I am now directed to convey the sanction of the President under the delegation of financial powers-rule, 1978 to the release of balance amount of second installment of Rs.4,47,518/- lakhs (Rupees Four Lakhs Forty Seven Thousand and Five hundred Eighteen only) to M/s. Cyberabad Convention Center Pvt. Ltd, Novotel Hotel, Hyderabad for Booking of Novotel Hotel accommodation for UN Staff and Organizing team of DIT from 23-11-2008 to 07-12-2008.

3. The payment of Rs 4,47,518/- lakhs (Rupees Four Lakhs Forty Seven Thousand and Five hundred Eighteen only) has to be made through Demand Draft in favour of M/s. Cyberabad Convention Center Pvt. Ltd. Hyderabad.

4. The amount will be debitible under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc. Infor. Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 – Other Charges under the Demand No. 14 for the year 2008-09. (Plan)

5. This issues with the approval of Secretary and concurrence of AS&FA, DIT Vide Diary No. 16750 dated 06.03.2009

Yours faithfully  
*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

Issued  
23/3/09

Copy to:-

1. Drawing & Disbursing Section, DIT(2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
4. Novotel Hotel, Hyderabad
5. JD(MB)
6. Sanction File

*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

9/c

No.13 (6)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

27.11.2008

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of 4<sup>th</sup> & 5<sup>th</sup> installments of advance payment to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008. (Cat 'A')

Sir,

I am directed to convey the sanction of the President under the delegation of financial powers rule, 1978 to the release of 4<sup>th</sup> & 5<sup>th</sup> installments of advance payment of Rs.22,37,588/- (Rupees twenty two Lakhs thirty seven thousand five hundred and eighty eight only) to M/s. Cyberabad Convention Center Pvt. Ltd, Novotel Hotel, Hyderabad for Booking of Novotel Hotel accommodation for UN Staff and Organizing team of DIT from 23.11.2008 to 07.12.2008.

2. The payment of Rs. 22,37,588/- has to be made through Demand Draft in advance in favour of M/s. Cyberabad Convention Center Pvt. Ltd. Hyderabad.

3. The amount will be debitible under the Major Head No.2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc. Infor. Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 – Other Charges under the Demand No. 14 for the year 2008-09. (Plan)

4. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No. 16750 dated 26.11.08

Yours faithfully

  
(S. Ramakrishnan)  
Deputy Director

Copy to:-

1. Drawing & Disbursing Section, DIT (2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
4. Novotel Hotel, Hyderabad
5. JD(MB)
6. Sanction File

  
(S. Ramakrishnan)  
Deputy Director

No.13 (6)/2008-IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

05.11.2008

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of 3<sup>rd</sup> instalment of advance payment to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008. (Cat 'A')

Sir,

I am directed to convey the sanction of the President under the delegation of financial powers rule, 1978 to the release of 3<sup>rd</sup> instalment of advance payment of Rs. 8,95,035/- (Rupees Eight Lakhs Ninety Five Thousand and Thirty Five only) to M/s. Cyberabad Convention Center Pvt. Ltd, Novotel Hotel, Hyderabad for Booking of Novotel Hotel accommodation for UN Staff and Organizing team of DIT from 23-11-2008 to 07-12-2008.

2. The payment of Rs. 8,95,035/- (Rupees Eight Lakhs Ninety Five Thousand and Thirty Five only) has to be made through Demand Draft in advance in favour of M/s. Cyberabad Convention Center Pvt. Ltd. Hyderabad.

3. The amount will be debitable under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics. 07 Manpower Development (Inc. Infor. Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 - Other Charges under the Demand No. 14 for the year 2008-09. (Plan)

4. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No. 16750 dated 15.10.2008

Yours faithfully  
*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

Copy to:-

- 7. Drawing & Disbursing Section, DIT(2 copies)
- 8. Finance Division, DIT
- 9. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
- 10. Novotel Hotel, Hyderabad
- 11. JD(MB)
- 12. Sanction File

02.09.2008

To,

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:-Release of Second installment of advance payment to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008. (Cat 'A')

Sir,

I am directed to refer to this Department's letter of even number dated 30.6.2008 for release of advance payment of Rs 4,47,517/- to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008. (Copy enclosed)

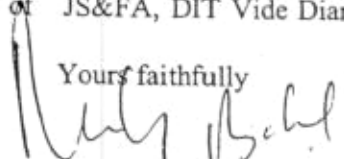
2. I am now directed to convey the sanction of the President under the delegation of financial powers rule, 1978 to the release of Second installment of advance payment of Rs.8,95,035/- lakhs (Rupees Eight Lakh Ninety Five Thousand and Thirty Five only) to Novotel Hotel, Hyderabad for Booking of accommodation for UN Staff and Organizing team of DIT from 23-11-2008 to 07-12-2008.

3. The payment of Rs.8,95,035/- lakhs (Rupees Eight Lakh Ninety Five Thousand and Thirty Five only) has to be made through Demand Draft in advance in favour of M/s. Cyberabad Convention Center Pvt. Ltd. Hyderabad.

4. The amount will be debitible under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc. Infor. Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 – Other Charges under the Demand No. 14 for the year 2008-09. (Plan)


5. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No. 16750 dated 11.08.2008.

Yours faithfully

  
(RUBY BAHL)  
Deputy Director

Copy to:-

1. Drawing & Disbursing Section, DIT(2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
4. Novotel Hotel, Hyderabad
5. JD(MB)
6. Sanction File

  
(RUBY BAHL)  
Deputy Director

124

IG  
Government of India  
Department of Information Technology  
Electronics Niketan, 6,CGO Complex  
New Delhi-110003

30.06.2008

To

Sr. Pay & Accounts Officer  
Department of Information Technology  
Electronics Niketan, New Delhi-110003

Subject:- Release of advance payment to M/s. Cyberabad Convention Center Pvt. Ltd., Novotel Hyderabad for Hotel accommodation for UN Staff and organizing team from 23-11-2008 to 07-12-2008. (Cat 'A')

Sir,

I am directed to convey the sanction of the President under the delegation of financial powers rule, 1978 to the release of Rs. 4,47,517/- (Rupees Four Lakhs Forty Seven Thousand Five hundred and Seventeen only) to M/s. Cyberabad Convention Center Pvt. Ltd, Novotel Hotel, Hyderabad for Booking of Novotel Hotel accommodation for UN Staff and Organizing team of DIT from 23-11-2008 to 07-12-2008.

2. The payment of Rs. Rs. 4,47,517/- (Rupees Four Lakhs Forty Seven Thousand Five hundred and Seventeen only) has to be made through Demand Draft in advance in favour of M/s. Cyberabad Convention Center Pvt. Ltd. Hyderabad.

3. The amount will be debitable under the Major Head No. 2852:07 Telecommunication and Electronics Industries: 07:202 Electronics: 07 Manpower Development (Inc. Infor. Security Education, Spl Manpower for VLSI Design, RIELIT, Internet Governance) .07.11 Internet Proliferation and Governance: 07.11:50 – Other Charges under the Demand No. 14 for the year 2008-09. (Plan)

4. This issues with the approval of Secretary and concurrence of JS&FA, DIT Vide Diary No. 16750 dated 18.06.2008

Yours faithfully

*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

o/c

Copy to:-

1. Drawing & Disbursing Section, DIT(2 copies)
2. Finance Division, DIT
3. Principal Director of Audit, Scientific Deptts, AGCR Bldg, New Delhi
4. Novotel Hotel, Hyderabad
5. JD(MB)
6. Sanction File

*Ruby Bahl*  
(RUBY BAHL)  
Deputy Director

o/c