

ALLOCATION OF RESPONSIBILITIES/ASSIGNMENTS AMONG OFFICERS AND THEIR REPORTING PATTERN IN EACH DIVISION (Half Yearly Report ending 31.12.2013)

1. R&D IN INFORMATION TECHNOLOGY (IT) GROUP

1.1 Division: High Performance Computing

No.2(4)/2006-EC Dated: 18.06.2014 (Page No. 147-148/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Ashok Kumar Sharma, Scientist 'G'	(i) Promotion of R&D and Innovation in the following areas : (a) Super Computing (b) Grid Computing (c) Big Data Analytics; and (d) Other areas as identified by the Working Group (ii) All matters relating to the proposed "National Super Computing Mission" In consultation with the GC; (iii) Technical Coordination of C-DAC; (iv) Grievance Officer: Designated for R&D in IT Group; (v) Head of the Division (vi) All matters related to technical, Financial, parliamentary, Annual Plan, Annual Report, outcome Budget, etc. in the above areas of work; and (vii) Any other assignment, from time to time, from the GC	GC (R&D in IT)	Sh.Raj Kumar II, MTS	
2.	Shri S.A. Kumar, Scientist 'F'	i) Promotion of R&D and Innovation in the following areas: a) Green Computing b) Digital Preservation ii) Coordination of C-DAC R&D Working Group; iii) RTI matters for the R&D in IT Group; iv) All matters related to technical, Financial, parliamentary, Annual Plan, Annual Report, outcome Budget, etc. in the above areas of work; and vi) Any other assignment, from time to time, from the GC	GC (R&D in IT)	Sh.Tilak Raj Panwar, PPS Sh. Het Ram, MTS	

1.2 Division – IT in Emerging Areas

No.2(1)/2013-ITEA Dated: 07.05.2014 (Page No. 139-141/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Alpana Dey, Scientist 'F'	R&D in IT Group - IT in Emerging Areas Division (Perception Engg. ITRA Bioinformatics Virtual Observatory)	Dr. G.V. Ramaraju, Scientist 'G' and GC	Smt. Jyoti Arora, PPS	

1.	Smt. Neeraja Atri, Scientist 'F'	R&D in IT Group – IT in Emerging Areas Division (FOSS and Ubiquitous Computing)	Dr. G.V. Ramaraju, Scientist 'G' & GC	Smt. Neelam Taneja, PA	
2.	Shri Punyabrata Ghatak, Scientist 'E'	R&D in IT Group – IT in Emerging Areas Division (FOSS and Ubiquitous Computing)	Smt. Neeraja Atri, Scientist 'F'	Smt. Nirupma Kumar, PA	

1.3 Division – Innovation & IPR

No. DIT/IPR/3.1/63/2007 Dated: 12.05.2014 (Page No. 145-146/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Geeta Kathpalia, Scientist 'F' / Dir	HOD	Group Coordinator	Officers and Staff of the Division	--
2.	Dr. A.K. Garg, Scientist 'E' / Addl. Dir.	Monitoring SIP-EIT Scheme Patents, Projects Monitoring IP Awareness Programme & Miscellaneous Activities, Patents	HoD(GK)	Officers and Staff of the Division	--
3.	Shri R.K. Chakravorty, Scientist 'C'	Copyrights, Trademarks, Designs Project, Monitoring, R&D Projects, Coordination & Compilation of information related with R&D in IT Group, DSIR-applications, Misc. activities.	HoD(GK)	Section Officer and Daftry	--
4.	Smt. Alka Khatter PPS	PPS to HoD	HoD(GK)	--	--
5.	Shri Jatinder Singh, Section Officer	Responsibilities include handling administrative work like issue of meeting notices for convening PRSG / IPAC / SIP meetings, making arrangements for the meetings and issue of minutes, preparation and issue of financial sanctions and e-sanctions, preparation and issue of administrative approvals for initiation of projects, Parliament Questions, Audit matters, O&M reports and returns, Vigilance reports, Recording and Weeding out of files etc.	HoD / Sci. 'E'(AKG)	Daftry	--

1.4 Division – IT Research Academy (ITRA)

No.15(3)/2013-ITRA Dated: 15.04.2014 (Page No. 128-129/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Alpana Dey, Scientist 'F'	<ul style="list-style-type: none"> Oversee Implementation of the ITRA by Media Lab Asia (MLA) as per the programme objectives and approvals. All matters related to technical, financial, Report, Outcome Budget etc. in the above area of work. Other assignments from GC from time to time. 	GC, R&D in IT	Smt. Jyoti Arora, PPS	

2.	Shri Jatinder Singh, Section Officer	<ul style="list-style-type: none"> Administrative support Section -Additional responsibilities by internal arrangements. 	Sci. 'F' / Dir.(AD)	<ul style="list-style-type: none"> Smt. Amarjeet Kaur, Assistant Shri Manish Meena, MTS 	
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1.5 Division – Nanotechnology Initiatives

No. 15(1)/2011-NANO Dated : 15-04-2014 (Page No. 130-132/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Neeraja Atri, Scientist 'F' & HOD	<ul style="list-style-type: none"> Overall responsibility for Promotion of R&D in the area of Nanotechnology. All matters related to Nanotechnology activities. Working Group on Nanotechnology. Review of the allocated projects (The above is in addition to their work allocation vide Office Memorandum No. 2(4)/2006/EC dated 16.7.2012) 	Dr. G.V. Ramaraju, Scientist 'G' and GC, (R&D in IT)	Smt. Neelam Taneja, PA	
2.	Shri Ramesh Chand, Scientist 'E'	<ul style="list-style-type: none"> Review of the allocated projects through PRSG Working Group for North East project on Nanotechnology including review All matters related to Annual Plan, Annual Report, Outcome Budget, RFD and Parliamentary matters Any other assignments of GC(IT) & Sci. 'F'(NA) in the area of Nanotechnology. 	Sci. 'F' (NA)	Smt. Rajinder Kumari, Private Secretary	
3.	Shri P. Ghatak, Scientist 'E'	<ul style="list-style-type: none"> Review of the allocated projects Nano-technology Initiative Programme Working Group related matters, Assistance to Sci. 'F' (NA) and Sci. 'E'(RC) in matters related to Annual Report, Outcome Budget, RFD & Parliamentary matters in addition to the existing assignments. (The above is in addition to their work allocation vide Office Memorandum No.2(4)/2006/EC dated 16.07.2012) 	Sci. 'F' (NA)	Smt. Nirupama Kumar, PA	
4.	Shri Jatinder Singh, Section Officer	<ul style="list-style-type: none"> Custody of all files & records Administrative Support Periodical Administrative & Financial Status Reports (Additional Charge) 	Sci. 'F' (NA)	Smt. Amarjeet Kaur Kakkar, Assistant Shri Manish Meena, MTS	

2. R&D IN ELECTRONICS GROUP

2.1 Division – Electronics System Development and Application

No.9(9)/2012-ESDA Dated: 10.03.2014 (Page No. 95-98/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri R.C. Meharde, Scientist 'G' HoD (ESDA)	<p>a) Promotion of Technology development and application in the following areas:</p> <ul style="list-style-type: none"> • Industrial Electronics (Power Electronics, Automation Technologies, Instrumentation, etc.) for various economic / service sectors. • Medical Electronics, Telemedicine and Health-Informatics. • Agri-electronics • Microwave Electronics, EMI/EMC <p>b) Overall responsibilities of the Division's activities towards technical, financial and other managerial issues.</p> <p>c) Other assignment from GC from time to time.</p>	GC (R&D) in Electronics	<p>All officers and Staff of the Division as detailed in this document.</p> <p>- Ms. Romi Nagpal, PPS</p> <p>- Smt. Kamla Devi, MTS</p>	
2.	Shri G Vijay Kumar, Scientist 'F'	<p>a) Promotion of R&D projects in the field of Medical Electronics and Telemedicine (conceptualization / formulation, evaluation, coordination, monitoring and field demonstration activities)</p> <p>b) Matters related to finance, parliament, annual plan / annual report, etc. in the above area.</p> <p>c) Coordination with industries/ other Ministries in the areas of work.</p> <p>d) Any other assignment from HoD / GC from time to time.</p>	HoD, ESDA	<p>- Shri R.S. Verma, Sci. 'D'</p> <p>- Smt. Ashima Gandhi, PS</p> <p>- Shri V.K. Kaushik, Tradesman 'H'</p>	
3.	Shri Pradeep Chopra, Scientist 'F'	<p>a) Promotion of R&D in the following areas:</p> <ul style="list-style-type: none"> ▪ Application of Electronics / IT in Agriculture and Environment ▪ Specific applications related to Industrial Electronics in sugar sector. ▪ Projection electronics Personal Safety Devices / Systems. <p>(Conceptualization / formulation, evaluation, coordination, monitoring and field demonstration activities).</p> <p>b) Matters related to finance, parliament, annual plan / annual report, etc. in the above area.</p> <p>c) Coordination with industries / other ministries in the areas of work.</p> <p>d) Other assignment from HoD / GC from time to time.</p>	HoD, ESDA	- Ms. Anita Bhandari, PPS	
4.	Shri Prafulla Kumar, Scientist 'F'	<p>a) Promotion of R&D projects in the area of Telemedicine and Health Informatics (conceptualization / formulation, evaluation, coordination, monitoring and field demonstration activities).</p> <p>b) Matters related to finance, parliament, annual plan / annual report, etc. in the above area.</p>	HoD, ESDA	<p>- Smt. Durga Mehta, PA</p> <p>- Smt. Brahmavati, MTS</p>	

		<p>c) Coordination with other industries / other ministries in the areas of work.</p> <p>d) Any other assignment from HoD / GC from time to time.</p>			
5.	Shri Tara Shanker, Scientist 'F'	<p>a) Promotion of R&D in the area of Power Electronics / Industrial Electronics (conceptualization / formulation, evaluation, coordination, monitoring and field demonstration activities).</p> <p>b) Member-Secretary, Working Group on Industrial Applications**</p> <p>c) Coordination with other industries / other ministries in the areas of work.</p> <p>d) Any other assignment from HoD/GC from time to time.</p>	HoD, ESDA	- Smt. Anita Gupta, PPS	
6.	Shri Ramashray Prasad Scientist "E"	<p>a) Promotion of R&D in the area of Industrial Electronics / Robotics (conceptualization / formulation, evaluation, coordination, monitoring and field demonstration activities).</p> <p>b) Matters related to finance, parliament, annual plan / annual report, etc. in the above area.</p> <p>c) Projects falling under Multiplier Grant Scheme. Coordination with industries / ministries in the areas of work.</p> <p>d) Any other assignment from HoD / GC from time to time.</p>	HoD, ESDA	- Smt. Sarita Kohli, PS	
7.	Shri R.S. Verma, Scientist 'D'	<p>a) Promotion of R&D projects in the area of Medical Electronics & Telemedicine (conceptualization / formulation, evaluation, coordination, monitoring and field demonstration activities).</p> <p>b) Matters related to finance, parliament, annual plan / annual report, etc. in the areas of work.</p> <p>c) Coordination with other industries / other ministries in the areas of work.</p> <p>d) Member-convener of the Working Group on Medical Electronics and Telemedicine.**</p>	Shri G. Vijay Kumar, Scientist, 'F'	<p>- Smt. Seema Wadhwa, PA</p> <p>- Smt. Brahmavati MTS</p>	
8.	Smt. R.K. Juneja, Dy. Director	<p>i) To provide the Administrative and Financial Support</p> <p>ii) Administrative matters related to sponsored R&D projects.</p> <p>iii) Matters related to Audit Parliamentary matters</p> <p>iv) Liquidation of Utilization Certificates</p> <p>v) Matters related to Right to Information Act</p> <p>vi) Staff matters</p>	Shri Sunil Alag, Director HoD(MDD)	<p>- SO (AKN)</p> <p>-Smt. Suman Joshi, PS</p>	
9.	Shri Anil Kumar Nayyar, Section Officer	<p>All the non – technical work pertaining to ESDA Division.</p> <p>- Matters related sponsored R&D projects</p> <p>- Periodical Reports.</p> <p>- Custody of all Files and Records.</p> <p>- Audit matters, RTI applications, Parliament Questions</p>	Smt. R.K. Juneja, DD	<p>- Shri KS Rawat, Assistant</p> <p>- Shri Vinod Kumar Jaggi, Assistant</p> <p>- Shri Gopal Dutt, UDC</p> <p>- Smt. Sumitra Devi, MTS</p>	

2.2 Division – Electronics Materials & Components Development Division

No.3(4)/2012-EMCD Dated: 14.02.2014 (Page No. 91-94/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Dr. (Mrs.) Niloufer Shroff, Scientist 'G' (HoD)	<ol style="list-style-type: none"> 1. Evolving, co-ordination and follow up of the activities under Electronics Materials and Components programme. 2. Inputs from Electronics Materials and Components Division portion of financial matters etc. 3. Overall consolidation of Electronics Materials and Components Division wrt Formulation of Twelfth plan, RFD, outcome Budget, Finance. 4. Matters relating to sponsored projects in Photonics-Convenor, PRSG for various ongoing projects. 5. Technical studies in Photonics area. 6. Interaction with User agencies, Industry etc. 7. C-MET co-ordination with 8. Member, C-MET Executive Committee 	Dr. D. Dutta, GC (R&D in Electronics)	Smt. Indu, PA and Smt. Samartha Devi, MTS	
2.	Dr. Sandip Chatterjee, Scientist 'E'	<ol style="list-style-type: none"> 1. To provide technical inputs to formulate strategies/policies on issues like electronics waste, RoHS etc. for providing inputs to MoEF, PMO, Parliament, etc. 2. Organization of Working Group on Components and Materials meeting-necessary inputs for. 3. To conceptualize, evolve, monitor & implement R&D projects as Member Convenor including PRSG meetings. 4. Tech. Studies in various areas of Electronics Material and Components. 5. Preparation of articles, status report on emerging technologies & its dissemination to evolve R&D strategy in Indian environment. 6. To coordinate with Finance / Planning Divisions for inputs of outcome budget, annual report etc. for the ongoing and fresh projects in Components and Materials Area. 7. To maintain web content of R&D -Electronics group for DeitY website. To represent EMDC Div. in Library committee for purchasing books, journals etc. in electronics materials & component. 8. Responsible in coordinating the activities of C-MET society from DeitY on the issues related to technical, administration & finance 9. Other administrative matter like RTI matter and Audit quarries, RFT, Outcome Budget, Annual Report, Monthly Summary etc. 	Dr. (Mrs.) Niloufer Shroff, Sci. 'G' (HoD)	Smt. Renu Tayal, PS and Shri Mani Ram, MTS	
3.	Smt. Rekha Grover, Scientist 'D'	<ol style="list-style-type: none"> 1. Initiation and monitoring of R&D projects on Solar Technology Area including PRSG 2. Upto dating "Status Report on Photonics Development Programme". 3. Organizing meetings - PRSG. 4. Inputs from Electronics Materials and Component Division for Annual Report, Annual Plan, Outcome Budget, Quarterly Updation of Outcome Budget vis-à-vis quantifiable deliverables stated. 5. Technical studies in Photonics and Solar Cells area. 	Dr. (Mrs.) Niloufer Shroff, Sci. "G", HoD	Assisted by EMCD Division	----

		6. Approvals for Grants-in-aid for conferences, workshops, seminars, symposia etc. 7. Other administrative matter like RTI matter and Audit quarries, RFT, Outcome Budget, Annual Report, Monthly Summary etc.			
4.	Smt. R.K. Juneja, DD	1. To provide the Administrative and Financial support. 2. Administrative matter related to sponsored R&D projects. 3. Matters related to Audit 4. Parliamentary matters. 5. Liquidation of Utilization Certificate. 6. Matters related to Right to Information Act. 7. Staff Matters.	Shri Sunil Alag, Director, HoD(MDD)	SO(AKN)	
5.	Sh. Anil K. Nayyar, SO	1. All the non - technical work pertaining to EMCD Division 2. Matters related sponsored R&D projects. 3. Periodical Reports. 4. Custody of all Files and Records. 5. Audit matters, RTI applications, Parliament Questions	Smt. R.K. Juneja, DD	Smt. Rakesh Atri, Assistant and Shri Mani Ram, MTS	
6.	Smt. Rakesh Atri, Assistant	1. Maintenance of files of EMC Division 2. To prepare Admn. Approval, Sanction letters / other Communications pertaining to R&D projects. 3. To keep up-to-date record of Grants-in-aid released to various organizations. 4. To maintain various registers as per the provisions of 'MOP'. 5. Clerical work related to EMCD Division 6. Any other work under EMC Division assigned to the section from time to time. 7. Other assignments by HoD / DD (R&DE) from time to time.	Shri Anil K. Nayyar, SO	Sh. Mani Ram, MTS	
7.	Sh. Mani Ram, MTS	1. All the work related with diary dispatch, Photocopying, binding, Distribution of files and dak. 2. Other assignments by HoD from time to time	Attached with AD(SC) JD(RG) and EMC Division.		

2.3 Division – Microelectronics Development

No.15(1)/2011-MDD Dated: 26.03.2014 (Page No.117-119/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Sunil Alag, Scientist 'F' & HoD	<ul style="list-style-type: none"> Overall responsibility for Promotion of R&D in the area of Microelectronics and Intellectual property in the area of Microelectronics. 	Dr.D. Dutta, Sci. 'G' / Senior Director and GC, R&D in Electronics Group	Smt. Vandana Kumar, Personal Assistant Smt. Suman Devi, MTS	
2.	Smt. Sunita Verma Scientist 'F'	<ul style="list-style-type: none"> Member Secretary, Working Group on Microelectronics Evolution & Monitoring of R&D projects in Microelectronics & MEMS Technical reports on Microelectronics, VLSI 	Shri Sunil Alag, Sci. 'F' & HoD	Smt. Renu Gulati, Private Secretary Smt. Meena	

		<p>Design</p> <ul style="list-style-type: none"> • Matters related to Right to Information Act • Parliament Questions & Committees • Periodical Report • Matters related to Audit • Interface with other agencies including Government Departments • To provide inputs to DD (RKJ) on BIFR/ AAIFR/ Arbitration cases. • Monitoring of Sponsored R&D Projects • Creation & Maintenance of database for sponsored R & D projects • Bilateral / International Cooperation • National / International conferences • Any other work assigned by HOD from time to time. • Overall co-ordination of SICLD Registry and related matters. <p>(Sh. Y.S. Tanwar, Registrar will report to Smt. Sunita Verma, Scientist 'F')</p>		Devi, MTS	
3.	Smt. R.K. Juneja, Deputy Director	<ul style="list-style-type: none"> ▪ To provide Administrative and Financial Support. ▪ Administrative matters related to R&D projects. ▪ Liquidation of Utilisation Certificates. ▪ Matters related to Right to Information Act. ▪ Parliament Questions ▪ Matters related to Audit. ▪ BIFR/AAIFR/Arbitration cases. ▪ Maintenance of data in respect of grants in aid. ▪ Periodical Reports. ▪ Custody of all files & records. 	Shri Sunil Alag, Sci. 'F' & HoD (MDD)	Smt. Suman Joshi, Private Secretary Sh. Kamal Singh, Assistant Smt. Meena Devi, MTS	

3. R&D IN CONVERGENCE, COMMUNICATIONS & BROADBAND TECHNOLOGIES (CC&BT) GROUP

Office of GC & Sr. Director(Sci. 'G') (Shri B.M. Baveja) (Page - 111/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Tara Chand , Private Secretary	Taking dictation and transcribed in notes, letters & reports etc. Diary, Dispatch, File Movement, Dak received, attending visitors, telephone calls, drafting, noting, sending fax, e-mail and Xeroxing work also. Fixing appointments, meetings directed by the Reporting Officer, Arrangement for the meetings and other secretarial assistance as directed by the officer.	Sh. B.M. Baveja, GC & Sci. 'G' / Sr. Director	Nil	Nil
2.	Shri Ramesh Chand, MTS	1. Distribution of Dak (files, receipt, dispatch work etc.) 2. Take care of Xerox Work. 3. All other duties assigned according to MoP.	Sh. B.M. Baveja, GC & Sci. 'G' / Sr. Director	Nil	Nil

3.1 Division – Communications & Convergence Technologies No.4(1)/2009-CC&BT Dated: 24-03-2014 (Page - 111/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Sh. S.K. Sadani, Scientist "F" / Director (Superannuated on 31 st July 2013)	1. R&D projects and promotional matters relating to Convergent Technologies including Broadcasting and communication (i) Analogue v/s Digital Telecasting Systems (ii) High Definition TV (iii) High bandwidth communications; (iv) Mobile presentation and computing capabilities (v) Telephone and digital data integration (vi) Satellite communication 2. Cases pertaining to Industry Promotion such as FIPB, Industrial License, Custom Classification for Communication Convergence Technologies	Sh. B.M. Baveja, GC & Sci. 'G' / Sr. Director		
2.	Smt. Geeta Chopra, Tradesman 'G'	1. Collection of Information and status of technology, products dealt by the Division. 2. Assist HoD in R&D projects, Working Group & PRSG meetings. 3. Tracking information on status, trends in ICT, Convergence / communications technologies etc.	Sh. B.M. Baveja, GC & Sci. 'G' / Sr. Director	Nil	Nil

3.2 **Division – Broadband Technologies**
No.4(1)/2009-CC&BT Dated: 24-03-2014 (Page - 110/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Sh. S.Z. Haque, HOD & Scientist "F" / Director (BTD)	<ol style="list-style-type: none"> Interact with Academic institutions, R&D laboratories, Industries and users to initiate technology development projects covering the area of Broadband. Promotion of Broadband subscriber base in the country through various policy & fiscal measures jointly with Department of Telecommunication. In connection with the Working Group on CC&BT, interact with industries, R&D Organizations & users to evolve, evaluate and implement various technology development projects in the areas of CC&BT. Participate on behalf of Department of Electronics & Information Technology, on various inter ministerial / departmental committees related to Department of Space, AAI, M/o Civil Aviation & MHA. Promote / participate on behalf of the Department of Electronics & Information Technology in various inter-national and national events such as exhibitions, seminars etc. with a view to publicize the indigenous development effort. Prepare draft replies to parliament questions and audit queries in respect of activities in the Division. Provide inputs to the International Cooperation Division on matters related to Broadband Technologies. Prepare Action Plan / Annual Action Plan, R&D Plan, Annual Report etc. in respect of all the activities related to the Division. 	Sh. B.M. Baveja, GC & Sci. 'G' / Sr. Director	Shri S.K. Bali, PA	Nil
2.	Smt. Sangita Arora, Scientist "E" / Addl. Director	<ol style="list-style-type: none"> Interact with Academic Institutions, R&D laboratories, Industries and users to evolve technology development projects. Monitor Technology Development projects in the area of Broadband Technology and hold PRSG meetings Identification of thrust areas in Broadband Preparation of draft replies to parliament questions, VIP reference, audit queries, action plan / annual action plan, annual report, presentations in respect of the activities of the division Representing CC&BT Group for all activities related to RTI, website of CC&BT Group. Representing CC&BT Group in Information & Documentation Centre (I&DC) Committee. Other Misc. Techno-administrative coordination work. 	Shri S.Z. Haque, Sci. 'F' / Director	Smt. Renu, PA	Nil
3.	Smt. Renu Khurana, Private Secretary	Taking dictation and transcribed in notes, letters & reports etc. Diary, Dispatch, File Movement, and Dak received, attending visitors, telephone calls, drafting, noting, and sending fax, e-mail and Xeroxing work also. Fixing appointments, meetings directed by the Reporting Officer, Arrangement for the meetings and other secretarial assistance as directed by the officer.	Smt. Sangita Arora, Sci. 'E' / Addl. Director	Nil	Nil

Strategic Electronics Division

No.4(1)/2009-CC&BT Dated: 24-03-2014 (Page - 109/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Sangita Arora, Scientist "E" / Addl. Director	i) Additional charge of SE Division & technical work related to SAMEER Society. ii) Preparation of draft replies to parliament questions, VIP reference, audit queries, action plan / annual action plan, annual report, and presentations in respect of the activities of the SE Division & SAMEER Society. iii) R&D projects & coordination work. iv) Co-ordination of Council/committees of SAMEER Society.	Sh. B.M. Baveja, GC & Sci. 'G' / Sr. Director	Smt. Renu, PA	Nil
2.	Smt. Renu Khurana, Private Secretary	Taking dictation and transcribed in notes, letters & reports etc. Diary, Dispatch, File Movement, and Dak received, attending visitors, telephone calls, drafting, noting, and sending fax, e-mail and Xeroxing work also. Fixing appointments, meetings directed by the Reporting Officer, Arrangement for the meetings and other secretarial assistance as directed by the officer.	Smt. Sangita Arora, Scientist "E" / Addl. Director	Nil	Nil

CC&BT Section

No.4(1)/2009-CC&BT Dated: 24-03-2014 (Page - 109/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Amarjit Gulati, DD	1. To provide support in r/o processing of cases regarding approval of new R&D projects, release of Grants-in-Aid/loan, re-appropriation of funds, enhancement of projects outlay, extension of projects, closure of the projects etc., besides projects under FANS, FRIENDS & Mission mode programmes, MP/VIP References, Parliamentary matters, Audit replies, Budget, Annual Plan, Annual Action Plan, preparation of material for Annual Report of DeitY and follow up actions etc. 2. To deal with various types of monthly / quarterly report return.	Shri BMB, GC & Sci. 'G'	Nil	Nil
2.	Sh. Pitamber Dutt, UDC	1. To process cases from initial to final disposal off related to Reports>Returns to send O&M, Security, Vigilance etc. 2. Annual / Periodic Inspection. 3. Handling diary through OPA/Receive and Dispatch of dak, typing work (related to work assigned me). 4. To maintenance of registers like File Movement Register, File Register etc. Open New Files and to give OPA No. etc. 5. Recording/ Reviewing/ Weeding out of old records. 6. Other matters as assigned by the superior officers from time to time. 7. CL / RH record of the Section 8. Monthly Summery for the Cabinet to Collect information and put up to GC and received from other Divisions of Department & other Ministries. 9. Allocation of responsibilities/ Assignment among Officers and their reporting pattern in this Group. 10. Any other work related to Personnel / General Administrative matter.	Sh. S.Z. Haque, Sci. 'F'	Nil	Nil
3.	Sh.Rajesh Massy, MTS	1. Distribution of Dak (files, receipt, dispatch work etc.) 2. Take care of Xerox Work. 3. All other duties assigned according to MoP	Sh. S.Z. Haque, Sci. 'F'	Nil	Nil

4. CYBER LAWS & E-SECURITY GROUP

4.1 Division – Cyber Laws-Formulation & Enforcement Unit

No.3(2)/2014-ESD Dated: 23-01-2014 (Page 52-56/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.

4.2 Division – E-Security

No.3(2)/2014-ESD Dated: 23-01-2014 (Page 52-56/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri A S A Krishnan, Scientist 'G' / Senior Director	<ol style="list-style-type: none"> Aspects relating to the Information Security Task Force Technical aspects of National Critical Infrastructure Protection Plan. R&D capability building: Promotion of technology development and co-ordination of activities related E-Security and data protection. Technical matters related to Administration of the Information Technology Act 2000. Monitoring of selected sponsored projects in association with Project Review and Steering Groups. 	Dr. Gulshan Rai, GC, ESD	Shri M.K. Jain, SO Mrs. Uma Singh, PS	
2.	Dr. PSN Rao, Scientist 'G' / Senior Director	<ol style="list-style-type: none"> R&D capability building on Information Security, Programme on sponsored R&D and application promotion, planning, budgeting, projects formulation in association with relevant Working Group and overall monitoring of the programme. Monitoring of selected sponsored projects in association with Project Review & Steering Groups. Coordination of Parliamentary Committee matters, monthly summary for Cabinet, Annual Report and Performance Budget. 	Dr. Gulshan Rai, GC, ESD & CLFE	Shri M.K. Jain, SO Smt. Saroj Kherra, PA	
3.	Shri S.K. Srivastava, Scientist 'F' / Director (Cyber Laws-Formulation & Enforcement Unit)	<ol style="list-style-type: none"> R&D capability building on Information Security. Technical matters related to wireless security. Monitoring of selected sponsored project Review & Steering Group. Blocking of URLs as per court orders. Blocking of URLs as the request of state govt. IB / MHA etc. 	Dr. Gulshan Rai, GC, ESD	Shri M.K. Jain, SO Smt. Shyama Madan, PS	
4.	Shri. A.K. Kaushik, Scientist, 'E' / Addl. Director (Cyber Laws-Formulation & Enforcement Unit)	<ol style="list-style-type: none"> R&D capability building on e-Security Monitoring of selected sponsored projects in association with Project Review and Steering Groups. <u>Central Public Information Officer</u> for e-security and Cyber Law Division, CERT-In for RTI. Processing Public Grievance matters w.r.t E-Security and Cyber Law Division. Blocking of URLs as per court orders. Compilation / database creation of all blocking requests Responding to blocking requests received (incl. by 	Shri S.K. Srivastava, Scientist 'F'	Shri M.K. Jain, SO Smt. Shakuntala Chabra, PS	

		mail) 8) Arranging meetings of Committee for evaluation of requests. 9) Any other work related to Cyber Law assigned by GC(GR)			
5.	Shri M.K. Jain, Section Officer	1) Examination / Processing / Submission of various Dak/ Receipts / Files / cases in the Division. 2) Coordination of Parliamentary matters, monthly summary for Cabinet, Annual Plan, Annual Report, Performance Budget and monthly Progress Report. 3) VIP References 4) Legal matters / Court cases 5) Coordination with officers in relation to Utilization Certificates	Dr. PSN Rao, Scientist 'G'	Shri Sushil Kumar Dass, UDC Ms. Tanvi Madaan Ms. Poonam Kumari, (Office Assistant)	
6.	Shri Sushil Kumar Dass, UDC	Diary dispatch of dak / letter / documents, opening of files, arranging meetings	Shri M.K. Jain, SO		
7.	Smt. Uma Singh, PS	Typing, taking dictation, keep record of files / documents, attending telephones calls.	Shri ASA Krishnan, Scientist 'G'		
8.	Smt. Saroj Khera, PPS	Typing, taking dictation, keep record of files / documents, attending telephones calls.	Dr. PSN Rao, Scientist 'G'		
9.	Smt. Shakuntala Chabra, PS (CLF&E)	Typing, taking dictation, keep record of files / documents, attending telephones calls.	Shri A.K. Kaushik, Scientist 'E'		
10.	Smt. Shyama Madaan, PS (CLF&E)	Typing, taking dictation, keep record of files / documents, attending telephones calls.	Shri S.K. Srivastava Scientist 'F'		
11.	Ms Tanvi Madaan, Office Assistant (on contract)	Typing work, issue of sanctions, Administrative approval, keep record of Grants-in-aid, assisting officers of E-Security and Cyber Law Formation Division in the absence of their PAs, Scanning of files / papers.	Shri M.K. Jain, SO She also assists Sci. 'G' (ASAK) Sci. 'G' (PSNR) Sci. 'F' (SKS) Sci. 'E' (AKK)		
12.	Ms. Poonam Kumari, Office Assistant (on contract)	Typing work, opening of files, assisting officers of E-Security and Cyber Law Formulation Division in the absence of their PAs. Scanning of files / papers.	Shri M.K. Jain, SO She also assists Sci. 'G' (ASAK) Sci. 'G' (PSNR) Sci. 'F' (SKS) Sci. 'E' (AKK)		
13.	Shri Tajender, MTS	Distribution of dak / files / letters / fax, create OPA and Diary.	Shri M.K. Jain, SO He also assists Sci. 'G' (ASAK) Sci. 'G' (PSNR) Sci. 'F' (SKS) Sci. 'E' (AKK)		
14.	Shri Virender Kumar, MTS (on contract)	Distribution of dak / files / letters /	Shri M.K. Jain, SO He also assists Sci. 'G' (ASAK) Sci. 'G' (PSNR) Sci. 'F' (SKS) Sci. 'E' (AKK)		

5. INTERNATIONAL COOPERATION & INDUSTRIAL PROMOTION GROUP

5.1 Division International Co-operation Bilateral

No. 7(13)/2004-ICBD Dated: 26-03-2014 (Page 115-116/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Dr. A.K. Garg Scientist "E"	Incharge of International Cooperation Division activities.	JS(RKG)	PA / Section	
2.	Sh. D.P. Singh Scientist "E"	CIS and African countries including Australia, Fiji & New Zealand.	Dr. A.K. Garg Scientist "E"	PA	
3.	Shri Arunabha Ghosh Scientist "C"	Canada, Mexico, Brazil, rest of Latin America and ASEAN countries, ASEAN Secretariat, projects in Vietnam, Laos and Myanmar, USA & EU. Whole of ASEAN countries and Europe, Asian Development Bank.	Dr. A.K. Garg Scientist "E"	Section	
4.	Shri R. Soreng, Deputy Director	Genl. Admn. and financial matters, Arrangements of meetings, logistics & incidental matters, O&M, Annual report, Half yearly and monthly report, Action Plan. Monthly Summary, preparation of folders and other misc. matters.	Dr. A.K. Garg Scientist "E"	Section	

5.2 Division International Cooperation – Multilateral

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.

5.3 Division – Industrial Promotion – Electronics & Manufacturing

No. 8(1)/2013-IPHW Dated: 06.05.2014 (Page 142-144/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Arun Sachdeva, Scientist 'G' / Senior Director	<ul style="list-style-type: none"> Mandating and regulating safety standards in electronic products 	JS(AK) / GC(IPHW)	<ul style="list-style-type: none"> Sci. 'F' / Dir. (AN) Sh. Pravin Gondane, Sr. Consultant Sh. Manish Vashistha, Cons. Ms. Parul Singh, Cons. 	
2.	Shri S.K. Marwaha, Scientist "F" / Dir.	<ol style="list-style-type: none"> Semiconductor Wafer Fab PMA Aakash Tablets Tariff / Tax Structure / Fiscal policy Indian CAS Mega project policy 	JS(AK) / GC(IPHW)	<ul style="list-style-type: none"> Sh. B.B. Arora, Sci. B' (i) Sh. Mukul Yadav, Sci. 'B' (ii, iii) Sh. R.K. Meena, Sci. 'B' (iv) 	

3.	Shri O.P. Sharma, Scientist 'F' / Dir. (Also VO of NICSI)	<ul style="list-style-type: none"> • Electronic Development Fund, related daughter funds and other funds such as Walden, SIDBI etc. • ITA • Multilateral co-operation • Bilateral trade MOUs/FTA/CECA etc. • GITA-R&D proposal • BIRAC- R&D proposal 	JS(AK) / GC(IPHW)	Shri Manu Tiwari, Sr.Cons.	
4.	Smt.Asha Nangia, Sci. 'F' / Dir.	<ul style="list-style-type: none"> • Promotion of Exports • e-Waste Management • MSME in ESDM • National Awards in ESDM • Scheme incentivizing DTA units • Advance licensing / input output norms • CCDC • Annual Report Data 	JS(AK) / GC(IPHW)	Shri Saurabh Ranjan, Sci. 'B'	
5.	Shri Deepak Sharma, Scientist 'E' / AD	<ul style="list-style-type: none"> i) Promotion of Investment in ESDM Sector ii) Marketing initiatives/Help Desk iii) ESDM Website Management iv) E-CRM v) Bilateral cooperation with Taiwan, Japan, Korea, Israel, US, Germany, France, Belgium & others in ESDM vi) Mktg. USBs 	JS(AK) / GC(IPHW)	<ul style="list-style-type: none"> • Ms Geeta Tripathi, Sr. Cons. • Ms. Niharika, Cons. 	
6.	Shri RP, Scientist 'E' / Dir.	<ul style="list-style-type: none"> • Automotive Electronics • Strategic Electronics • Policy for fables design 	JS(AK) / GC(IPHW)	Sh. Rishi Sirohi, Cons.	
7.	Ms. Vandana Srivastava, Scientist 'E' / Dir.	<ul style="list-style-type: none"> • MSIPS • SIPS 	JS(AK) / GC(IPHW)	• 3 PMU resources	
8.	Shri Sanjay Koul, Sr. Tech. Officer	<ul style="list-style-type: none"> • EMC • Working Group on IP in ESDM • Skill Development study on ESDM • Incubators • National Innovation Centre 	JS(AK) / GC(IPHW)	<ul style="list-style-type: none"> • Shri N.K. Gupta, Sci. 'B' • One PMU resource 	
9.	Shri SKM, Sci. 'F' / Dir.	<p>Communication & Brand Building:</p> <ul style="list-style-type: none"> • State Workshops • El eNewsletter • Industry vertical workshop • Exhibitions/Trade fair • Collaterals-brochures, films, posters • NFDC media plan • College level workshops 	JS(AK) / GC(IPHW)	Sr. Cons. (KDS)	
10.	Shri Rajesh Suri, Deputy Director (Also additional charge of Legal Cell)	<ul style="list-style-type: none"> • NPE overall policy coordination • RFD • Annual Plan / Budget management • Advertisement & Media Campaign • PMUs Management • Administrative / Financial sanctions • Coordination with State Governments • Logistic support to all officers 	JS(AK) / GC(IPHW)		

5.4 & 5.5 Division : IP:S&ITS Trade & Investment Promotion

No.12(2)/2013-IP: S & ITS Dated: 20-01-2014 (Page 39-41/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.		4.	5.	6.
1.	Shri S.S. Garg, Sci. 'G' / Senior Director & HoD	HoD, IP: S & ITS Division and T&IP Division	JS (Shri R.K. Goyal) GC(IC & IP Group)	PS (Sh. Jitendra Saini), and Officers :- Sh. D.K.J. Lakra, Sci. 'C' Sh. R. Soreng, DD Sh. Sanjeev Arora, DD	HoD both the Divisions i.e. IP:S&ITS and T&IP Division.
2.	Sh. D.K.J. Lakra Scientist 'C' / Senior Scientific Officer	<ul style="list-style-type: none"> - Coordination of project implemented by NASSCOM. - Inter Ministerial Task Force set up by DeitY. - Web site updates for IP: S&ITS Division / Content Manager. - Work relating to the Parliament matters (inputs for Parliament Question) and Assurances. - Matters relating to the RFD / Strategic Plan. - Maintain data on IT-ITES Sector for STP Units, SEZ Units and FDI on periodic basis. - Material / Inputs on Software Sector for DeitY's Annual Report. - RTI / Public Grievances matters. - Performance Linked Incentive Scheme for STP Units. - Any other work assigned by Senior Officers. 	Sci. 'G' (SSG)	Section Staff :- Sh. Kamlesh Kr. Jha, Asstt. Sh. J.K. Arora, Asstt. Smt. Sushma Xalxo, Asstt. Shri Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division
3.	Shri R. Soreng, Deputy Director	<ul style="list-style-type: none"> - Processing GIA support for Conferences / Seminars. - Financial matters of STPI / ESC / CST reimbursement. - Web site updates of T&IP Division / Content Manager. - Annual Report / Inputs on GIA. - Legal matters /court cases. - All matters relating to Plan/ Non-Plan Budget. - Matters related to proposed Marketing Assistance Scheme for STP Units. - Any other work assigned by Senior Officers. 	Sci. 'G' (SSG)	Section Staff :- Sh. Kamlesh Kr. Jha, Asstt. Smt. Sushma Xalxo, Asstt.	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division.
4.	Shri Sanjeev Arora, Deputy Director	<ul style="list-style-type: none"> - Processing of FIPB, PAB and IEM Cases - Processing of IMSC cases - Matters relating to S/w Industry Promotion - Matters related to ESC other than Personnel & Accounting such as laying of Annual Report DeitY's audit paras etc. - Matters related to STPI other than Personnel & Accounting such as Review Statements, New Centres, Building Projects, Audit Paras etc. - Annual pre-budget Memorandum relating to IT / ITES Industry. - VIP References relating to IT / ITES Industry and STPI. - Parliament Questions (Lok Sabha and Rajya Sabha). - Review, retention and Weeding out of old records of both the Divisions i.e. IP: S&ITS and T&IP Division. 	Sci. 'G' (SSG)	Section Staff :- Sh. Kamlesh Kr. Jha, Asstt. Sh. J.K. Arora, Asstt. Smt. Sushma Xalxo, Asstt. Shri Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division

		<ul style="list-style-type: none"> - Submission of various Reports / Returns. - Inputs for Parliament Standing Committee on IT, ATN etc. - Maintaining Punctuality, Attendance Register and other Routine Administrative Matters of both the Div. - Interaction with M/o Finance & DIPP and other Govt., Deptt's. - Incentive -2 – 'Promotional Scheme for Employees Retention and Talent Acquisition for MSMEs in IT/ITeS Sector. - Any other work assigned by Senior Officers. 			
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6. ELECTRONICS GOVERNANCE GROUP

6.1 Division EGPMU (EG Group)

EG-II

No.2(18)/2006-EGD (Part-II) Dated: 11-03-2014 (Page 99-104/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Renu Budhiraja Scientist 'G' & HOD (Sr. Director)	<ol style="list-style-type: none"> 1. State Data Centres – Nodal Officer 2. Core Infrastructure- Consolidation, Provisioning & Utilization 3. NeGP – Core Policies (Technical), Technical Coordination & Architecture 4. Cloud based Infrastructure & service delivery 5. Interface with IT industry 6. Collating and analyzing International Best Practices in e-Governance. 7. Citizen Contact Centre 8. Document / Certificate repository 9. E-Gov. Application store 10. Technical Review, Appraisal and Advisory services. 11. Link Officer to Sci. 'G' (AKB) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. Agriculture 2. Land Records 3. Municipalities 4. PDS <p>Nodal Officer of DeitY for States: Chhattisgarh, Jammu & Kashmir, Punjab and Tamil Nadu</p>			<p>NeGD Link Director/ Principal Consultant</p> <p>PC(RN)</p> <p>NeGD / PMU Resources</p> <ol style="list-style-type: none"> 1. Kunwar Rohitaswa Sr. Consultant 2. Virender Kaushik Sr. Consultant 3. Bharat Hinduja, Consultant 4. Firoz, Executive
2.	Shri A.K. Balani, Scientist 'G' / Sr. Director	<ol style="list-style-type: none"> 1. State Wide Area Network (SWAN) Project Nodal Officer 2. Coordination with DOT, USOF 3. Coordination issues of SWAN with NICNET, NKN, BSNL & CSCs 4. Wireless connectivity 5. India Development Gateway Project – Nodal Officer 6. UNDP-ICTD Project Nodal Officer 7. Link Officer to Sci. 'G'(RB) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. IVFRT 2. Passport 3. Posts 4. eMigrate <p>Nodal Officer of DeitY for States: Kerala, Orrisa, Goa & Maharashtra</p>			<p>NeGD Link Director/ Principal Consultant</p> <p>----</p> <p>NeGD / PMU Resources</p> <ol style="list-style-type: none"> 1. Chander Prakash, Sr. Consultant 2. Sudipta Paul, Consultant 3. Prafull Goel, Consultant 4. Mohd. Sabir, Consultant

3.	Shri Gaurav Dwivedi, Scientist 'F' / Director	<ol style="list-style-type: none"> 1. NeGP – Institutional bodies created for Programme Management, Monitoring and Strategic Planning. 2. NeGP and Common Services 3. Nodal Officer for eDistrict 4. Business Process Reviews 5. Nodal Officer CSC Project 6. All matters relating to NIC 7. Vigilance Matters 8. Awareness & Communication 9. Open Data 10. Council of Mission Leaders 11. International Cooperation in E-Gov. 12. Link Officer to Dir(TC) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. Education 2. e-District 3. e-Office 4. NPR & UID <p>Nodal Officer of DeitY for States: Haryana, Himachal Pradesh and Rajasthan</p>			<p>NeGD Link Director/ Principal Consultant</p> <p>Dir(RA)</p> <p>PC(VD)</p> <p>NeGD / PMU Resources</p> <ol style="list-style-type: none"> 1. Noopur, Consultant 2. Vishwa-deep, Sr. Consultant 3. Koushalendra, Assistant Manager
4.	Shri Trilok Chandra, Scientist 'F' / Director	<ol style="list-style-type: none"> 1. All matters relating to Parliamentary Committees 2. Interface with consulting Organizations/ Sourcing of Personnel 3. Reporting to PMO, Cab. Sectt., Planning Commission 4. Funds Management – Utilization – Audit etc. & Internal Coordination 5. Annual Plan, Annual Report & Outcome Budget related Issues 6. All matters relating to World Bank Project 7. Localization 8. Link Officer to Dir(GD). <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. Treasuries 2. Education 3. Health <p>Nodal Officer of DeitY for States: Gujarat, West Bengal, Karnataka, Andhra Pradesh</p>			<p>NeGD Link Director/ Principal Consultant</p> <p>Dir(RA)</p> <p>NeGD / PMU Resources</p> <ol style="list-style-type: none"> 1. Randhir Pratap, Consultant
5.	Smt. Archana Dureja, Scientist 'F' / Director	<ol style="list-style-type: none"> 1. Gartner Services 2. Cyber Security 3. Preparation and appraisal of RFQ / RFPs etc. capacity building for preparation of RFPs./ RFQs 4. R & D 5. Misc. matters not dealt with by other Sci. 'G'/Sci. 'F' 6. OA Cell 7. Link Officer to Sci. 'F'(MR) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. Road Transport 			<p>NeGD Link Director/ Principal Consultant</p> <p>PC(RN)</p> <p>NeGD / PMU Resources</p> <ol style="list-style-type: none"> 1. Pravin Sinha, Sr. Consultant 2. Anuj Khara

		<ol style="list-style-type: none"> 2. e-Proucurement 3. EDI for eTrade 4. Customs <p>Nodal Officer of DeitY for States: Sikkim, Arunachal Pradesh, Union Territories of Andaman & Nicobar and Lakshadweep</p>			Consultant
6.	Shri Muni Ram, Scientist 'F'/ Director	<ol style="list-style-type: none"> 1. Nodal officer: Capacity Building. 2. Operationalising SeMTs 3. HR Policy for eGov. 4. HRD and training programs for e-Gov. 5. Technical / HR assistance to all Ministries / States 6. Knowledge Management & Case Studies 7. Horizontal Transfer & Replication Project 8. Link Officer to Sci. 'F'(AD) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. Income Tax 2. Employment Exchange <p>Nodal Officer of DeitY for States: Delhi, U.P, Bihar and Madhya Pradesh</p>			<p>NeGD Link Director/ Principal Consultant Dir.(DS)</p> <p>Matters pertaining to establish-ment of National e-Gov. Academy will be submitted by Sci. 'F'(DS) directly to AS, DeitY.</p> <p>NeGD / PMU Resources</p> <p>-----</p>
7.	Smt. Kavita Bhatia, Scientist, 'E'/ Addl. Director	<ol style="list-style-type: none"> 1. Standards/Interoperability for e-Governance. 2. Nodal Officer for NSDG & India Portal. 3. National Services Directory 4. Nodal Officer – SP, SSDG & e-Form 5. M-Governance (MSDG), M-Gov. App Store 6. Payment Gateway, Language Switch 7. e-Praamaan (e-authentication), Certifying Authority 8. Link Officer to Sci. 'E'(PRC) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. MCA 21 2. e-BIZ(Pilot) 3. India Portal 4. NSDG <p>Nodal Officer of DeitY for States: Uttarakhand, Punjab, Chandigarh</p>			<p>NeGD Link Director/ Principal Consultant Dir.(RA)</p> <p>NeGD / PMU Resources</p> <ol style="list-style-type: none"> 1. Chittar-anjan, Consultant 2. Rajesh Loona, Sr. Consultant 3. Raju Saini, Sr. Consultant 4. Deepinder Sr. Consultant 5. Sanjay Varyanai, Sr. Consultant 6. Amit Kumar , Consultant
8.	Shri Pravin Chandekar, Scientist 'E'/ Addl. Director	<ol style="list-style-type: none"> 1. Appraisal of proposals received from State Govt. / Line Ministries 2. Assessment of e-Gov. Projects 3. Assisting Sci. 'F'(GD) for e-District 4. Nodal Officer for NeGP website 5. Assisting Sci. 'F'(GD) for CSC 6. Link Officer to Sci. 'E'(KB) <p>Coordination with concerned Ministries / Departments for MMPs:</p> <ol style="list-style-type: none"> 1. Police 2. Gram Panchayat 			

		3. Health 4. CSC Nodal Officer of DeitY for States: Jharkhand, North East (except Sikkim and Arunachal Pradesh)			
9.	Ms. Uma Chouhan, Scientist 'E' / Addl. Director	1. SDC Projects 2. GIS/GPS Applications 3. Conformance Assessment Centres 4. Link Officer – Sci. 'E' (Shri DVLN Rao) Coordination with concerned Ministries / Departments for MMPs: 1. Pensions 2. EPFO Nodal Officer of DeitY for States: Puducherry			
10.	Shri DVLN Rao, Scientist, 'E' / Addl. Director	1. SDC & Swan Projects 2. Link Officer Sci. 'E' (Ms.Uma Chauhan) Coordination with concerned Ministries / Departments for MMPs: 1. Banking and Insurance Nodal Officer of DeitY for States: Dadar, Nagar and Haveli, Daman & Diu			
11.	Ms.Tulika Pandey, Scientist, 'E' / Director	In addition to her existing duties / responsibilities in other Groups, she is entrusted following responsibilities / duties in e-Governance Group:- 1. All matters relating to DeitY Website Cell (May consult and involve Sci. 'E' (KB), as and when required, on important Website matters and high-level meetings.) 2. Country e-readiness report			
12.	Shri Shiv Charan Singh, Scientist, 'D' / Joint Director	1. SWAN Project Coordination with concerned Ministries / Departments for MMPs: Commercial Taxes			
13.	Shri Somnath Bose, Scientist, 'D' / Joint Director	1. To assist Sci. 'F' (TC)			

6.2 Division – Community Information Centres / Common Service Centres (CICs/CSC)

No. 14(7)/2007-CIC Dated: 24-03-2014 (Page 113-114/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Gaurav Dwivedi	Head of Division (HOD) Community Information Centre (CIC)	Sh. Rajendra Kumar	Shri P.R. Chandekar,	

	Director / Sci. 'F'	CIC Projects in North-East, J&K, Andaman & Nicobar and Lakshadweep Islands, and <u>Common Services Centre (CSC)</u> CSC projects in all 35 States including North-East States. Monitoring and implementation of Vidya Vahini project. All coordination activities of CIC/CSC Division.	Joint Secretary (E-Gov.) Group Coordinator (GC)	Additional Director / Scientist 'E' Smt. Amarjit Gulati, Deputy Director *	
2.	Shri P R Chandekar Addl. Director / Sci. 'E'	<u>Community Information Centre (CIC)</u> CIC Projects in North-East, J&K, Andaman & Nicobar and Lakshadweep Islands, and <u>Common Services Centre (CSC)</u> CSC projects in all 35 States including North-East States. Monitoring and implementation of Vidya Vahini project. All coordination activities of CIC/CSC Division.	Shri Gaurav Dwivedi Sci. 'F'(E-Gov.)	Smt. Amarjit Gulati, Deputy Director Shri Bhagwan, Section Officer	
3.	Smt. Amarjit Gulati Deputy Director *	All administrative and financial matters concerning CIC Division. All administrative and financial matters concerning Common Services Centre (CSC) in 35 States including North-Eastern States. Support activities of CIC/CSC Division. Other matters as may be specially assigned.	Shri P R Chandekar, Addl. Director / Sci. 'E'	CIC/CSC Section Shri Bhagwan, Section Officer Smt. Rajbiri, UDC	

* Smt. Amarjit Gulati, Deputy Director is also handling 3 more Section i.e. NDL Cell, Office Automation Cell and CC & BT Section.

6.3 Division – Office Automation Cell

No. 5(1)/2013-OA Dated: 07-01-2014 (Page 69-72/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Archana Dureja, Scientist 'F' / Director	All technical / administrative matters related to Office Automation Cell i.e. 1. Matters related to Network & its Infrastructure of DeitY. 2. Monitoring of Network & N/W equipment and hardware maintenance of DeitY users. 3. Co-ordination with NIC Support Cell on maintenance of Network Infrastructure. 4. Co-ordination with General- III & Stores (Tech.) Section. 5. Co-ordination and Monitoring with NIC and Personnel relating to PIS and other database applications in DeitY.	GC	1. Smt. Amarjit Gulati, DD 2. Shri Sanjeev Singh, Scientist 'C' 3. Shri A. Biswas, Scientist 'B'. 4. Shri Ashim Kumar Das, Scientist 'B'.	

2.	Smt. Amarjit Gulati, Deputy Director	Support / Assist in matters related to Office Automation Cell	Smt. Archana Dureja, Scientist 'F'	1. Smt. Prakash Vati Hastoria, SO ** 2. Shri Srinivas, Assistant 3. Smt. Asha Chopra, UDC	** Smt. Prakash Vati, SO and Shri A.K. Bose, Tradsman 'G' (Placed at SL. No. 6 & 7) have been posted to Genl. Admn. I w.e.f. 25.11.2013 vide O/o dated 25.11.2013, however Smt. Prakash Vati, SO will assist in actions related to hiring of manpower from M/s NIELIT.
3.	Shri Sanjeev Singh, Scientist 'C'	1. All technical matters related to PC, Desktop, Laptop systems and various peripherals and equipments related to LAN network. 2. Close co-ordination and monitoring with NIC for LAN Network operation. 3. Incoming Inspection / Functional testing of PCs / Desktops.	Smt. Archana Dureja, Scientist 'F'	None	
4.	Shri Avijit Biswas Scientist, 'B'	1. All technical matters related to PC, Desktop, Laptop systems and various peripherals and equipments related to LAN network. 2. Close co-ordination and monitoring with NIC for LAN Network operation. 3. Incoming Inspection / Functional testing of PCs / Desktops. 4. To assist Dir.(AD) in activities related to R&D in e-Governance which include inviting R&D proposal for consideration of funding by DeitY. To study proposals in detail, Organizing working group meeting, Organizing PRSG meeting and release of funds for approved R&D projects.	Smt. Archana Dureja, Scientist 'F'	None	
5.	Shri Ashim Kumar Dass, Scientist, 'B'	1. All technical matters related to PC, Desktop, Laptop systems and various peripherals and equipments related to LAN Network. 2. Close co-ordination and monitoring with NIC for LAN Network operation. 3. Incoming Inspection / Functional testing		None	

		of PCs / Desktops. 4. To assist Dir.(AD) in activities related to R&D in e-Governance which include inviting R&D proposal for consideration of funding by DeitY. To study proposals in detail, Organizing working group meeting, Organizing PRSG meeting and release of funds for approved R&D projects.			
6.	Shri A.K. Bose, Tradesman 'H'	1. To provide Local Area Network maintenance 2. Installation of application software i.e. MS Office, Lotus Notes Internet Software etc. 3. Installation of anti-virus software and Network Printer at client site 4. Supporting System Administrator for Local Area Network. 5. Crimping straight & cross RJ45 LAN cables as per user's & Local Area Network room requirement etc.	Smt. Archana Dureja, Scientist 'F'	None	Posted to Genl. Admn. I w.e.f. 25.11.2013
7.	Smt. Prakashvati Hastoria, Section Officer	All matters related to Office Automation Cell	Smt. Amarjit Gulati, Dy. Director (OA Cell)	None	Posted to Genl. Admn. I w.e.f. 25.11.2013
8.	Shri Srinivas Assistant	Diary / Dispatch , submission of various reports/returns, maintenance of files related to Office Automation Cell	Smt. Amarjit Gulati, Dy. Director (OA Cell)	None	
9.	Smt. Asha Chopra, Upper Division Clerk	1. To attend complaints in r/o DeitY's faulty peripherals 2. Scanning and hosting of Officials circulars, orders etc. on Intra- DeitY Portal.	Smt. Amarjit Gulati, Dy. Director (OA Cell)	None	

7. LANGUAGE COMPUTING GROUP

Division: Human Centered Computing (TDIL)

No.4(7)/2003-HCC(TDIL) Dated: 31.01.2014 (Page 59-68/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Swaran Lata, Scientist 'F' / Director	Overall In-Charge of all the activities assigned to HCC (TDIL) Division. Ref. Annexure 'A'	GC(LCG)	All officers and staff of the HCC (TDIL) Division. PS: Smt. Kamini Manchanda	
2.	Shri Vijay Kumar, Scientist 'E' / Addl. Director	Ref. Annexure 'A'	Sci. 'F' (SL) HoD – HCC (TDIL)	Shri D.C. Verma - Only one PA for Scientist 'E' (VK), Scientist 'E' (MJ) & Scientist 'E' (SNC)	
3.	Shri Manoj Jain, Scientist 'E' / Addl. Director	- do -	- do -	- do -	
4.	Shri Som Nath Chandra, Scientist 'E' / Addl. Director	- do -	- do -	- do -	
5.	Smt. Swaran Lata, Scientist 'F' Sh. Vijay Kumar; Shri Manoj Jain; Shri Som Nath Chandra, Scientist 'E'	- do -	- do -	Smt. Meena Kumari S., SO Ms Satinder Bhatia, SO Smt. Sona Devi, Multi Tasking Staff.	

Annexure – A (Page 59-66/C)

Functional responsibilities assigned to HCC (TDIL) Division

Smt. Swaran Lata, Scientist 'F' – Head of HCC Division

Technology Development Mission for the major Indian Languages related aspects including :

- Development of application s/w and IT versions of Windows / Word Processor, d-Base Management / spread-sheets, e-mailing, web browsing.
- OCR-Indian Languages.
- Parallel Corpora for machine aided translation in 11 languages.
- Speech to text and text to speech rendering capability in Indian languages.

Other common activities:-

1. Standardization activities and Indian Language representation in International Standardization such as UNICODE, W3C, IETE and ICANN etc.
2. Technical responsibilities (pertaining to assigned areas) and providing related inputs to other Groups/Divisions in r/o industry promotions, foreign investment, international cooperation, export promotion and manpower development etc.
3. Testing, Evaluation & Certification in the area of Language Technology and Localization.
4. Localization support for all applications in 22 constitutionally recognized languages.
5. Escorting innovations to successful mass replication.

6. Policy Inputs relating to International (Bi-lateral) Bodies.
7. Technical responsibilities (pertaining to assigned areas) and providing related inputs to other Groups / Divisions in respect of industry promotion, foreign investment, international cooperation, export promotion and manpower development, etc.
8. Other matters as may be specifically assigned by Secretary.
9. Coordination with the concerned Ministries / Departments and Organizations.

Work allocated to officers of HCC Division

Shri Vijay Kumar, Scientist 'E'

Technology Development Domain

- Project on development of **Optical Character Recognition System** for 17 Indian language i.e. Bangla, Devnagari, Malayalam, Tamil, Telugu, Kannada, Oriya, Gurumukhi, Gujarati, Oriya, Marathi, Urdu, Assamese, Tibetan, Manipuri, Urdu, Boro.
- Project on development of **Online Handwriting Recognition System** for 8 Indian languages i.e. Tamil, Telugu, Kannada, Malayalam, Devanagari and Bangla, Gurmukhi and Assamese.
- Project on development of **Sanskrit to Hindi Machine Translation system** along with development of Sanskrit computational tool kit like Sanskrit Hindi Bilingual dictionary, Sandhi Splitter, Morph Generator / Analyser, Transliteration.
- Project on development and release of **Localized Language Processing software Tools for 22 Indian Languages** through <http://www.ildc.in> portal including including Indian Language enablement of Android based Mobile phones through customization of Free Type Font engine and Harfbuzz text shaping engine.
- Project on development of websites like **Indian Language Technology Deployment and Proliferation Portal** (<http://www.tdil-dc.in>), Technology Development for Indian Languages Portal (<http://www.tdil.mit.gov.in>), and Language CD portal (<http://www.ildc.in>) including setting up of a optimized Data Centre for hosting consolidated Indian language software tools like [image segmentation, Noise cleaning, Part of speech Tagger, Chunker, spell checker, code converters, Fonts, etc.] and resources like [Dictionary, Corpus, standards, white papers, best practices guidelines] and Applications [OCR, OHWR, SHMT etc.].
- Project on **National Localization Research and Resource Centre** focusing on identification of glitches in software localization and developing technologies to bridge that gap covering areas like Software Localization Tools, Standards, storage, Fonts, Keyboard, Rendering engines, Transliteration, Linguistic Testing, Localization Framework, etc.].

Technology Evangelisation/Transfer/Collaboration for OCR, OHWR, SHMT etc.

Standardization Activities - Keyboard, CLDR, Fonts, Script Grammer, Localization Standards

Editing and Publication of TDIL Journal Vishwarbharat@tdil – Language Technology Flash

International Consultation and Collaboration for Localization – GALA: Globalization and Localization Association, LRC: Localisation Research Centre, Limerick Ireland, UNESCO, etc.

Study and Publication of concept papers/academic papers for futuristic areas of Language Technology.

TDIL Programme Project Planning and Management activities such as

- Annual Plan (Inputs)
- Five year Plan (Inputs)
- Result Framework Document (Inputs)
- Outcome Budget (Inputs)
- Budget Matters (Inputs)
- Annual Report (Inputs and coordination) etc.

Technical Analysis and drafting Input for Parliament related activities such as Parliament Questions

- Standing Committee
- Consultative Committee
- VIP references

Inputs for MCIT/MoS/PMO/ Other Ministries

Initiatives for Intellectual Property Rights Protection of technologies, tools and resources developed under OCR, OHWR,SHMT etc assigned projects

Central Assistant Public Information Officer [CAPIO] under Right to Information Act 2005.

Assist HoD in Coordination of TDIL Activities.

Shri Manoj Kumar Jain, Scientist 'E'

1. Machine Translation Systems:

- a) English to Indian Languages (08 Language pairs: English-Bengali; Bodo; Gujarati; Hindi; Marathi; Oriya; Tamil&Urdu)
- b) English to Indian Languages based on AnglaBharati Technology (07 Language Pairs: English-Assamese; Bengali; Hindi; Nepali; Malayalam; Punjabi; Telugu &Urdu)
- c) Indian Languages to Indian Languages (09 Bidirectional Language Pairs: Hindi – Bengali, Hindi-Kannad, Hindi-Marathi, Hindi-Punjabi, Hindi-Urdu, Hindi-Telugu,, Hindi-Tamil, Telugu-Tamil, Tamil-Malayalam).
- d) Indian Languages to English Machine Translation System for Judicial Domain

2. WordNet :

- a) Indradhanush WordNet for Seven Indian Languages (Bengali, Gujarati, Konkani, Malayalam, Marathi, Oriya and Punjabi)
- b) NE Word Net for 4 North-East Region Languages (Assamese, Bodo, Manipuri, Nepali)
- c) Dravidian Word Net for 4 South Indian Languages (Kannada, Malayalam, Tamil, Telugu)

3. Corpora:

- a) Indian Languages Corpora Initiative-Phase-I: Tagged Corpora of 50000 sentences each for 11 Indian languages
 - b) Indian Languages Corpora Initiative-Phase-II: Tagged Corpora of 100000 sentences each for 22 Indian languages
4. Standardization: Unicode, ISO/IEC/WG2,ELRA, POS Tag Set
5. Testing, evaluation and benchmarking of Research and Development outcomes of all the TDIL- DIT funded projects.
6. Human Resources Development in Languages Technology: Post Graduate Course (ME / M. Tech) with specialization in Computational Linguistics/ Knowledge Engineering/ Language Technology at three institutions.
7. Shallow Parsing Tools for Indian Language: Morphological Analyzer, POS Tagger and Chunker tools for 12 Indian languages.
8. Tree Banks for Indian Languages: Hindi, Bengali, Gujrati, Kannada, Kashmiri, Konkani, Marathi, Oriya.
9. Activities related to uploading of the developed technology/ resources under the above mentioned projects, on the TDIL Data Centre
10. Digital Archival of Source Code & Dependencies for TDIL Projects Outcome
11. Intellectual Property Rights related activities for Indian Language Technology
12. Official Language (Hindi) related activities
13. Publication of the Journal “Vishwabharat@tdil- Language Technology Flash” on turn basis.
14. Activities related to Parliament Questions, Parliament Standing Committees, and Parliamentary Consultative Committees etc.
15. Preparation of Annual Plan, Five Year Plan, Annual Report, Outcome Budget Documents, Programme Roadmap Committee etc.

Shri Som Nath Chandra, Scientist 'E'

Technology Domain [Speech, Mobile Web, Information Retrieval & Access, & speech resources]

Ongoing projects

- Project for Development of Cross-lingual Information Access in 9 Indian Languages (Consortium Mode Project with 12 participating Institution)
- Project for Development of Text to Speech integrated with Screen Reader for 12 Indian languages (Consortium of 12 participating institutions)
- Project for Development of Automatic Speech Recognition in Indian Languages (Consortium of 7 participating institutions)
- Development of Prosodically Guided Phonetic Search for 11 Indian Languages (Consortium of 11 participating institutions)
- Development of Pronunciation Lexicon for Indian Languages along with, phonemic, phonetic and acoustic analysis for Indian Languages (Consortium of 5 participating institutions)

New projects

- New Projects on Mobile Web implementation in Indian Languages, Speech Recognition for Geospatial / Railway information system or any other new domains and Voice based search in Mobile environments.
- New Projects in the area of Semantic Web and linked Data and their implementation in Indian Languages.

Standardization

- Internationalization Requirements for W3C standard and other associated UAX stds. –Stake-holders consultation, evolving national recommendations and submission to W3C Working Groups.

- National Standardization activity for LITD 20 of BIS
- All aspects related to present and futuristic W3C Standards including collaboration with W3C and participation in W3C WGs
- CLDR in Indian Languages and submission to Unicode consortium
- Language Tag and its modification / new requirements in ISO
- Study and analysis of other important Web/ Mobile standards e.g. ITU, ISO
- IEEE, IETF, OMA and E-pub, UNESCO.

Coordination (with Nodal Officer in TDIL Division)

- Testing and evaluation of the consortium mode projects in CLIA and Speech Uploading of language technology resources / tools/ system in TDIL Data Centre developed under CLIA, Speech and Mobile consortia projects.
- IPR related issues for the assigned consortium mode projects in CLIA and Speech

Additional Activities (In collaboration with TDIL Officers)

TDIL Programme Planning, Budget and Coordination

- Annual Plan(Nodal)
- Results Framework Document (RFD)(Nodal)
- Outcome Budget(Nodal)
- Budget Matter (Nodal)
- Five Year Plan
- Annual report

Parliament Related Matters & VIP Reference (In collaboration with TDIL Officers)

- Parliament Questions
- Inputs for Parliamentary Standing Committee, Parliamentary Consultative Committee, VIP Reference, RTI matters
- Inputs for various Ministries/ PMO as and when required

International Collaboration

- Dy. Country Manger-W3C India Office
- IEEE Standards Committee
- International Speech Communications Association (ISCA)
- Indo-EU / Indo-Japan / Indo-USA international collaboration under direction of HoD(HCC)

Research

- Study and publication of concept papers / academic papers for futuristic areas of Speech/Mobile Web/ Information Access

Publication

- VishwaBharat@TDIL issues assigned in turn basis by HoD(HCC).

General :

Following staff members are also posted in the Division for assisting the offers in discharging the duties and responsibilities.

1. Smt. Satinder Bhatia, S.O.
2. Smt. Meena Kumari. S, S.O.
3. Shri Deep Chand Verma, P.A. – (To assist AD(VK), AD(MJ) and AD(SC)).
4. Smt. Sona Devi, MTS

In addition to allocation mentioned above officers / staff may be assigned other responsibilities as and when required including those related to work through official committees.

All the officers will report to HOD. During the absence of HOD on tour or leave, Shri Vijay Kumar, Scientist “E” will coordinate the work of the Division.

8. E-INFRASTRUCTURE & E-LEARNING GROUP

8.1 & 8.2 Division E-Infrastructure & Internet Governance

No. 6(3)/2011-E-Infra / IG Dated : 13-01-2014 (Page 32-34/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Dr. Govind, Scientist 'G', HoD Upto 29.11.2013	All matters pertaining to Internet Governance Division	GC(AK)	1. Smt. Tulika Pandey 2. Smt. G.Swarnambal	
2.	Sh. Dipak Singh, Sci. 'F' & HoD (E-Infra)	<ul style="list-style-type: none"> - E-Infrastructure Support Programme - All co-ordination activities of E-Infrastructure Division / E-Learning Division, Technical matters such as supervision of ongoing and new projects related with E-Infra and E-Learning. All matters related to design & development of Medical Electronics Devices. - Parliamentary Matters. - Implementation of National IPv6 Deployment Roadmap version II in DeitY. - Any other work assigned by GC. 	GC (AK)	Shri A.C. George, Sci. 'E' Smt G. Swarnambal, Deputy Director Office Order No. M-11012/4/2012-MS(O&M) dated 10.01.2013 1) Shri D.K. Kalra, Scientist 'D' 2) Smt. G. Swarnambal, DD	
3.	Shri T. Santhosh Scientist 'D' Posted in IG w.e.f. 03.10.2013	<ul style="list-style-type: none"> - All matters related to Internet Proliferation and Governance Division (Technical). - Project related to Internet Governance. - Policy for IDN Implementation. - Pilot projects for promotion of IPv6 adoption by all Government Departments / States / UTs. - Matters related to NIXI, ISPs. - Matters related to .IN Domain Registry - Web Master DeitY. - Matters related to IGF, ICANN, CSTD, ITU. - Matters related to e-Governance (e-Readiness). - Matters related to DOT. - Parliamentary / RTI / VIP Reference Matters. - Any other work assigned 	GC (AK)	Smt. G. Swarnambal Deputy Director	
4.	Shri A.C. George, Addl. Director / Scientist 'E'	<ul style="list-style-type: none"> - Project related to IG Development Broadband Projects. - Related Govt. schemes interface incl. NICNET, NKN, STPI etc. 	GC (AK)	Smt. G. Swarnambal Deputy Director	

		- Parliamentary matters. - Any other matters assigned by HOD.			
5.	Smt.G. Swarnambal, Deputy Director	Support for all Administrative & Financial Matters Pertaining to E-Infrastructure/IG Division. Viz. Issue of Administrative Approval, Sanction Orders for release of funds, follow up with A/Cs till transfer of funds to the Agencies and extension of duration of projects and issue of OM regarding Constitution of PRSG, Working Group etc. taking action for preparing reports to IFD, formal closure of the Projects, Obtaining Outstanding UCs from the Project Agencies and sending to PAO, getting updated in their records, report, UCs etc., recovery of Interest, Unspent Balance from the Agencies and sending to DDO for deposit in the Govt. A/C. Putting up notes for concurrence approval for extension/enhancement of outlays/releases, draft replies to VIP references, Audit matters, RTI matters whenever required Submission of routine reports / returns / reports to the concerned etc. Any other work assigned.	HoD (K) HoD (Deepak Singh) Scientist 'D'	Shri Deepak John Kujur, Asstt. and Sh. Man ChandRana, Asstt. Though both are posted in E-Infra / IG Division, Shri Man Chand Rana, Asstt. has been asked to assist ELG division's work also temporarily vide Office Order No.3(3)/2009-ELG dated 12.05.2009. Smt. Angrejo, Peon	

8.3

Division – E-Learning

No.1(3)/2009-ELG Dated: 22-01-2014 (Page 50-51/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Sh. Dipak Singh, Scientist 'F' / Director & HoD	All matters relating to R&D Project, PRSG Meeting, Working Group, Interface with MHRD. Misc. matter pertaining to IFD, EP Division, Parliament Division etc.	GC (AK)	Sh. D.K. Kalra, Scientist 'D'	
2.	Sh. D.K. Kalra, Scientist 'D'	Matter related to E-Learning R&D Projects, Monitoring of Projects as Member Secretary PRSG, assisting Member Secretary Working Group for R&D Project in E-Learning, Processing of matters related to other Division of DeitY like IFD, Parliament Division, EP Division etc. Support on matters pertaining to MHRD (as and when required.)	Sh. Dipak Singh, Scientist 'F' & HoD	Smt. G. Swarnambal, Deputy Director	
3.	Smt.G Swarnambal, Deputy Director	Support for all Administrative & Financial Matters Pertaining to E-Learning Division, Issue of Administrative Approval, Sanction Orders etc. Matter related to UCs, Audit matters, routine correspondence, routine periodically inputs submission etc.	HoD (E-Learning Division) and Assisting Scientist 'D' (DKK)	Sh. Man Chand Rana, Asstt.*	

* Subsequent to the retirement of Sh.O.P. Dhyania, SO w.e.f. 30.4.09, there is no staff posted in ELG Division. Sh. Man Chand Rana, Asstt., who is posted in E-Infra Division, has been asked to assist ELG Division work temporarily vide Office Order No. 3(3)/2009-ELG dated 12.5.2009. Regular manpower is yet to be posted.

No.7(2)/2006-HRD Dated: 02.01.2014 (Page 13-18/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri A.K. Arora, Scientist 'F' HoD(HRD)	Head of Human Resource Development Division under e-Infrastructure / e-Learning Group	JS(AK)	Sci. 'E' (AKP), Sci. 'D' (V), Sci. 'B'(SD), SO(HRD)	
2.	Shri Anil Kumar Pipal, Scientist 'E' / Addl. Director	<ul style="list-style-type: none"> • All matters relating HRD to ensure availability of trained human resources for the manufacturing & service sectors of electronics and IT industry including (but not limited) to: <ul style="list-style-type: none"> ➤ Demand forecasting in terms of numbers and skill sets required • Identifying gaps emerging from the formal sector. • Planning & organizing the implementation of programmes in non-formal and formal sectors for meeting these gaps. • Coordination with Ministries concerned for re-visioning curriculum & course contents. • Course structuring for Electronics & IT industry covering: (i) Non-formal IT – Training Sector, (ii) IT enabled services-BPO, Medical Transcription, Legal Transcription, Call Centres; (iii) Microelectronics & Nano-electronics; (iv) Software development, and (v) Bio-Informatics; - structuring & promoting of IT/BT Courses. • Scheme of Manpower Development for Software Export Industry. <ul style="list-style-type: none"> • Train the Trainer Program and Job-oriented IT Training (Training for Professional). • Enhancement of quality of IT education in engineering colleges. • Setting up of National On-line Test System for Graduate Engineers in Information Technology. • Virtualization of Technical Education • Project Implementation Unit and Evaluation Study for the New Scheme of Manpower Development for the Software Export Industry. • Training for Professionals. • Establishing of North Zone Resource Centre of generating Contents, Mentors/Teachers etc., by conducting specialized short term HRD course for IT/ITES sector. • ICT based training and skill development programs for faculties and graduates of the colleges. • Proposal for Expansion of Training Facility for DESD, DSSD & DAC and Faculty Updation Programme (PREPARE FUTURE) • Expansion of the state of the art facility for advanced Information Technology Training Programmes for the increase of 40% of admissions. • Setting up of Regional Institutes of e-Learning of 	HoD(HRD)	HRD Section / Scheme PIU	

		<p>Information Technology (RIELIT) at Kohima, Agartala and Ajmer.</p> <ul style="list-style-type: none"> • Setting up of NIELIT Centres at Shillong, Gangtok and Itanagar. • Development of North Eastern Region by enhancing the Training/Education capacity in the IECT area*. • Setting up of ICT Academy, Kerala. • IT enabled Soft Skill Enhancement Training Programme at Anna University, Coimbatore and Chennai. • DeitY's Initiatives for Skill Development in IECT Sector #. • Setting up of ICT Academies in all States/UTs. • Technical aspects of NIELIT. • All matters referred to by other Ministries / Department. • Parliamentary related matters. • VIP related matters. • Any other activity assigned by HOD(HRD) / JS(AK). 			
3.	Shri Sanjay Kumar Vyas, Scientist 'D'/ Joint Director	<ul style="list-style-type: none"> • All matters relating to HRD to ensure availability of trained human resources for the manufacturing & service sectors of electronics and IT industry including (but not limited) to: <ul style="list-style-type: none"> ➤ Demand forecasting in terms of numbers and skill sets required. • Identify gaps emerging from the formal sector. • Planning & organizing the implementation of programmes in non-formal and formal sectors for meeting these gaps. • Coordination with Ministries concerned for revisioning curriculum & course contents. • Course structuring for Electronics & IT industry covering: (i) Non-formal IT – Training Sector, (ii) IT enabled services-BPO, Medical Transcription, Legal Transcription, Call Centres; (iii) Microelectronics & Nano-electronics; (iv) Software development, and (v) Bio-Informatics; structuring & promoting of IT / BT Courses. • Information Security Education & Awareness Project. • DeitY's Initiative for Skill Development in IECT Sector #. • Development of North Eastern Region by enhancing the Training / Education capacity in the IECT area*. • Working Group on HRD in IT. • Expert Group on HRD in IT. • IT Mass Literacy Programme. • Setting up of National On-line Test System for Graduate Engineers in Information Technology. • Setting up of new Regional Institutes of e-Learning & Information Technology (RIELIT). • Advanced Faculty Training in Emerging Trends of Hardware, Embedded Systems and Information Technology by C-DAC Hyderabad. • Capacity Building in the areas of Electronics Product Design and Production Technology. • International Cooperation related matters. 	HoD(HRD)	HRD Section / ISEA-PIU	

		<ul style="list-style-type: none"> • Projects / Programmes for the rural and disadvantages sections of the society. • Parliamentary related matters. • VIP related matters. • Any other activity assigned by HoD(HRD) / JS(AK). 			
4.	Shri Shankar Das, Scientist 'B'/ Jr. Scientific Officer	<ul style="list-style-type: none"> • All matters relating to HRD to ensure availability of trained human resources for the manufacturing & service sectors of electronics and IT industry including (but no limited) to: <ul style="list-style-type: none"> ➤ Demand forecasting in terms of number and skill sets required. • Identify gaps emerging from the formal sector. • Planning & organizing the implementation of programmes in non-formal and formal sectors for meeting these gaps. • Coordination with Ministries concerned for re-visioning curriculum & course contents. • Course structuring for Electronics & IT industry covering: (i) Non-formal IT – Training Sector, (ii) IT enabled services-BPO, Medical Transcription, Legal Transcription, Call Centres; (iii) Microelectronics & Nano-electronics; (iv) Software development, and (v) Bio-Informatics; structuring & promoting of IT/BT Courses. • Setting up of NIELIT Centre Chennai. • Setting up of Regional Office of NIELIT in Patna, Bihar. • Refurbishment of NIELIT Centre Kolkata. • Setting up of new Regional Institutes of e-learning & Information Technology (RIELIT). • Capacity building in the areas of Electronics Product Design and Production Technology. • DeitY's Initiative for Skill Development in IECT Sector#. • Working Group on HRD in IT. • Expert Group on HRD in IT. • IT Mass Literacy Programme. • Projects / Programmes for the rural and disadvantages sections of the society. • Matters relating to Prime Minister's National Council for Skill Developments, National Skill Development Coordination Board. • Matters relating to review of Skill Development activities in J&K by Cabinet Secretariat / Ministry of Home Affairs. • Matters relating to DGE&T, NCVT, Polytechnics, etc. • Advanced Faculty Training in Emerging Trends of Hardware, Embedded Systems and Information Technology by C-DAC Hyderabad. • Local Capacity and Capability Building for the Union Territory of Puducherry. • Parliamentary related matters. • VIP related matters. • Any other activity assigned by HOD(HRD) / JS(AK). 	HoD(HRD)	HRD Section	
5.	Shri P.Victor Albuquerque, Section Officer	<ul style="list-style-type: none"> • In-charge of HRD Section, ISEA-PIU & Scheme – PIU. The Sectional work includes the following : <ul style="list-style-type: none"> • All Administrative / Finance 	HoD(HRD)	HRD Section ISEA-PIU / Scheme – PIU	

		<p>related matters of various projects, programmes, schemes being implemented by HRD Division.</p> <ul style="list-style-type: none"> • Annual Plan, Annual Report, Outcome Budget • Finance & Budget related matters • Administrative / Finance related matters of DOEACC Society. • Parliamentary matters • VIP matters • O&M related matters • Coordination • Any other activity assigned by HoD(HRD) / JS(AK) 			
6.	Smt. Sonia Singh, Assistant	<ul style="list-style-type: none"> • All Sectional work of HRD Section. • Any other activity assigned by SO(HRD). 	SO(HRD)		
7.	Shri Satish Singh, UDC	<ul style="list-style-type: none"> • Normal duties of Section as per MOP • Any other activity assigned 	SO(HRD)	--	

Notes:

- * The Project entitled “*Development of North East Region by Enhancing the Training / Education capacity in the IECT area*” would be handled / coordinated by Sci. ‘E’ (AKP). However, other officers of the Division namely Sci. ‘D’ (V) & Sci. ‘B’ (SD) would also be actively associated with it.
- # The Project entitled “*DeitY’s Initiatives for Skill Development in IECT Sector*” would be handled / coordinated by Sci.’ D’ (V). However, other officers of the division namely Sci. ‘E’ (AKP) & Sci. ‘B’ (SD) would also be actively associated with it.
- Sci. ‘D’ (V) & Sci. ‘B’ (SD) would also be associated with the projects for setting up of RIELITS at Kohima & Agartala for gaining requisite experience and transfer of knowledge for establishment of new RIELITS.
 - The Project entitled “*Setting up of National On-line Test System for Graduate Engineers in Information Technology*” would be handled / coordinated by Sci. ‘E’ (AKP). However, other officers of the division namely Sci. ‘D’ (V) & Sci. ‘B’ (SD) would also be actively associated with it for technical aspects.

8.5 Division: **Productivity & Employment Generation**

No. 2(15)/2006-PED Dated : 07-01-2014 (Page 19-20/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri A.K. Arora, HoD / Scientist ‘F’	<ol style="list-style-type: none"> 1. To encourage use & application of IT for improving Productivity and Employment Generation. 2. To encourage use of IT for improving Productivity in various sectors of the economy. 3. To explore use of IT as a mean of generating employment other than in IT Sector. 	<p>Dr. Ajay Kumar</p> <p>Joint Secretary / GC of E-Learning / E-Infra</p>	Sh. M. Seshagiri Rao, Scientist ‘E’ / Additional Director	
2.	Shri M. Sessa Giri Rao, Scientist ‘E’ / Addl. Director	- do -	Shri A.K. Arora, HoD (PEG) / Scientist ‘F’ Head of Division	Section Officer	No other support Technical or Secretarial support have been provided
3.	Section Officer yet to be posted	All administrative work related to the Division.		Sh. B.K. Bhatt , Assistant	
4.	Shri B.K. Bhatt , Assistant	Maintaining sections records - File Register and all reports / returns relating to PEG Division	Section Officer		

8.6 **Division National Digital Library Cell (NDL)**

No. 3(4)/2006-NDL Dated: 06-01-2014 (Page 24-25/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Inder Sain, Scientist – C	- Setting up National Digital Library - Lining DeitY's own Archives and Library – resources in printed format as well as museum artifacts i.e non-printed document format resources (murals, paintings, sculptures etc.) through digital technology in order to provide universal access with links to other digital libraries.	Dr. Ajay Kumar Joint Secretary Group Coordinator	Smt. Amarjeet Gulati, Deputy Director	
2.	Smt. Amarjeet Gulati* Deputy Director	All administrative and financial matters of NDL Cell.	Shri Inder Sain, Scientist –“C”	Section's Support 1. Sh. B.K. Bhatt Assistant	-

* She is also handling Office Automation(OA) Cell, CC&BT, Community Information Centres (CIC)/CSCs (e-Gov.) in addition to NDL Cell.

8.7 **Division: National Knowledge Network (NKN)**

F.No.2(1)/2012- NKN Dated: 20-01-2014 (Page 42-43/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri A.K. Balani, Sci. 'F' / Director & HOD (NKN)	Head of National Knowledge Network Division under E-Infrastructure / E-Learning Group. Over all work related to coordination, implementation, monitoring and other activities which include : High Level Committee, Model (Demonstration) Projects Evaluation Committee, Usage of NKN, issues relating to NKN & NMEICT, National Workshop on NKN etc. of NKN project.	JS(AK)	Sci. 'D' (VMG) SO(DKS)	
2.	Sh.V.M. Gupta, # Sci. 'D'	Work related to coordination, implementation, monitoring etc. of NKN Project.	HoD(NKN)	SO(DKS)	
3.	Shri Dinesh Kumar Sagar, Section Officer	Providing administrative and financial support for coordination, implementation monitoring etc. of NKN project.	Sci. 'D' (VMG)		

- # i) All work related to the PhD Scheme, HRD Division [Report to HoD(HRD)]
ii) Work related to National Electronics Mission [Report to JS(AK)]

9. COORDINATION GROUP

9.1 Division: Coordination

No. 7(7)/2012-CD Dated: 28-01-2014 (Page 77-79/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Ms. Simmi Chaudhary, Scientist, 'F'	<p>The officer is in-charge of the Coordination Division of DeitY. The main responsibilities are as follows:</p> <ul style="list-style-type: none"> Collection, Compilation and coordination of consolidated information to be provided for the Department as a whole on specific issues, as may be sought by PMO, Cabinet Secretariat, Planning Commission, other Ministries / Departments etc. Monthly status report on implementation of decisions of Cabinet / Cabinet Committee to be sent to Cabinet Secretariat. Coordination and compilation of information to be provided from DeitY for the monthly Newsletter on NER, brought out by Ministry of Home Affairs, Government of India. Matters relating to development issues of J&K and NER, including those identified by the Cabinet. Matters relating to Media Lab Asia, a not-for-profit Company set up by DeitY under Section 25 of Companies Act, including administrative and financial matters. <p>****</p> <p>Note: There is no technical officer in the Division. As most of the information required to be coordinated is very important and technical in nature, one technical officer is required to be posted in the Division</p>	Shri R.K. Goyal, Joint Secretary	Shri O.P. Verma, Deputy Director	****
2.	Shri O.P. Verma, Dy. Director	<p>- do -</p> <p>****</p> <p>Note:</p> <ul style="list-style-type: none"> The work of the Section is very important. DD is having the charge of the division on additional basis. A full time DD is required. There is only one Assistant in the Division. To facilitate timely disposal of official work of urgent / time-bound nature, one more Assistant, and UDC / LDC with proficiency in computer operations, are required to be posted in the Division. There is also a requirement for a full time MTS as the work of the Division requires collection of information and delivery of urgent correspondences personally, both intra and inter-Department. 	Scientist 'F' / Director (Coordination)	Assistant	****

9.2 Division – Economic Planning

No. 5(1)/2002-EPD Dated: 28-01-2014 (Page 73-76/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri R.K. Goyal, Joint Secretary	<ul style="list-style-type: none"> - All matters relating to Economic Planning - Plan Coordination – Annual Plan of DeitY - Economic Surveys and Analysis of Performances of electronic and IT Industry. - Publication / Printing Annual Report, Annual Plan, Five Year Plan etc. - Economic Policy & MIS : Economic Policy issue, Databank & MIC on electronics and IT Industry. - Providing assistance / expertise / inputs on the subject to various Groups / Divisions in DeitY and other organisations including Outcome Budget. - Matters relating to Gender Budgeting cell, Scheduled Caste Sub Plan, Tribal Sub-Plan. - Interaction with OECD ITU, UNCTAD on matters related to Development of Statistical Indicators. - Results Framework Document - Strategic Plan of DeitY. - Other matters as may be specifically assigned by Secretary. 	Secretary	Scientist 'F'(EPD) Scientist 'E'(AK) and Scientist 'D'(TS)	
2.	Smt. Simmi Chaudhary, Scientist 'F' / Director	<ul style="list-style-type: none"> - Publication / Printing of Annual Report, Annual Plan and Five Year Plan documents. - Matters relating to Economic Cell and Economic Survey Development of Statistical Indicators. - Monthly d.o. letter / Summary for Cabinet. 	GC (EPD)	DD (OPV)	
3.	Smt. Tulika Pandey, ' Scientist 'F'	<ul style="list-style-type: none"> - Preparation of Five Year Plans & Annual Plans, Setting targets & Financial Allocations of the Department, its attached offices & Societies. - 100 days agenda, 3 months agenda, 1 year agenda / Initiatives and targets identified by Secretary / MCIT etc., reviews and matters related thereto. - Interaction with Planning Commission and matters relating to performance review by Planning Commission. - Technical Presentation for Examination of Demand for Grants of DeitY. - Gender Budget Cell. - Matters related to SCSP & TSP - Matters related to Parliamentary Standing Committee. - To coordinate and formulate Outcome Budget of DeitY. 	GC (EPD)		
4.	Shri A. Hanamsagar, Scientist 'E'	<ul style="list-style-type: none"> - Results Framework Document (RFD) of DeitY. - Providing continuous assistance to 8RCs of DeitY for designing, preparation, implementation of their RFDs. - Annual Action Plan (AAP) & Monthly Expenditure Projection (MEP) of DeitY. - Organizing monthly review meeting in DeitY under the Chairmanship of Secretary, DeitY with a view to effectively monitor the performance of the 	GC (EPD)		

		<p>Department.</p> <ul style="list-style-type: none"> - Preparation / editing Annual Report of DeitY. - To monitor and measure the performance on IT-ITeS Industry on regular basis and provide all data input. - To develop and maintain Data Base for Industrial Development and DBID. 			
5.	Sh. O.P. Verma, Deputy Director	<ul style="list-style-type: none"> - Periodical Reports>Returns in respects of Security, Vigilance and O&M. - Audit matters. - Handling of VIP reference(s) - Matters relating to punctuality & Attendance. - Matters relating to procurement and payment. of bills. - Functions of CPIO for EP Group and Coordination Group in r/o matters of RTI Act, 2005. - Matters relating to Publication / printing of Annual Report, 12th Five Year Plan, Annual Plan of DeitY. - Preparation of Monthly d.o. letter / Summary for the Cabinet. 	Sci. 'F' (EPD)	Section	

10. FINANCIAL MANAGEMENT GROUP

10.1 Finance-I Section

No.9(9)/2012-Fin.II Dated: 30-01-2014 (Page 80-81/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Revathi S.K. Deputy Director	<ol style="list-style-type: none"> 1. Service related matters in respect of DeitY Personnel such as pay fixation revision of pay etc. 2. Conversion of Temp. Post into permanent posts. 3. Deputation cases. 4. Proposals for sponsorship /delegation / deputation abroad. 5. Processing of investment proposals such as SFC / EFC / SIB. 6. Scrutiny / Examining of new project proposals and their submission to JS&FA / Secretary / Hon'ble Minister. 7. Release of funds to various sanctioned schemes after examining as per GFR/DEPR. 8. Scrutiny of R&D Project proposals for release of grant-in-aid / Loan. 9. Cases relates to payment of Honorarium. 10. Scrutiny of bank guarantees bond, MOUs, MOAs in respect proposals. 11. Disposals of reference received from other Min. / Deptt. of Grant-in- aid. 12. Evaluation/Advice on Tender documents received from General / Engg. Section / Library of DeitY. 13. Issuing instructions on various Economy measure as received from Ministry of Finance. 14. Hire / Purchase of furniture office equipments, Liveries, general items. 15. Disposal / condemnation, writing off of losses. 16. Submission of various returns / reports to O&M Section., Min. of Finance etc. 17. Internal Administration /Coordination. 18. Dak receipts, issue & maintenance of all registers. 19. Monitoring of grants release to various project implementing agencies. 	Smt. C.K. Bajaj, Dy.FA	<p>Smt. Lalitha, SO</p> <p>Smt. D. Nandini, Assistant</p> <p>Smt. Sushma, Assistant</p>	

10.2 Fin II Section

No.9(9)/2012-Fin.II Dated: 30-01-2014 (Page 82-84/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Mrs. Meenakshi Kumar, Section Officer	<ol style="list-style-type: none"> 1) Examining / Processing the proposals relating to release of Grant-in-aid (Plan & Non-Plan) to Autonomous Bodies under DeitY/MLA. 2) Examining / Processing the cases / proposals relating to EFC/SFC of Autonomous Bodies under DeitY. 3) Examining / Commenting on cases relating to establishment like creation of posts, revival of posts, conversion / upgradation of posts pertaining to A. Bodies under DeitY/MLA/NICSI. 4. Examining and according concurrence to the proposals for effecting changes in Staff Rules /MOAs /Delegation of Powers etc. pertaining to A. Bodies under DeitY. 5. Preparation & submission of agenda items pertaining to the scheduled meetings of Governing Council / Executive Committee / Finance & Accounts Committee for perusal of Senior Officers of IFD. 6. Examining & processing all financial matters relating to A. Bodies under DeitY/MLA/NICSI. 7. Examining & processing cases relating to Foreign Deputation relating to Chief Officers of A. Bodies under DeitY/MLA/NICSI. 8. Coordination between PAO, DeitY and concerned Programme Divisions relating to monitoring of Utilization Certificates and Outstanding Loans. 9. Analysing the instructions received from MOF on various financial matters / appraising the concerned authorities in the Department and submission of implementation report to MOF. 10. Collecting & providing information pertaining to IFD under RTI Act. 11. Timely submission of reply to Parliament Question / Audit. 12. Seeking clarification from MOF on various financial matters and also submitting proposals to MOF for their approval. 13) All Co-ordination work of Finance Division including issue of circulars / orders on financial matters received from MOF. 14) Submission of periodical Reports / returns to O&M Section, Security Section, Hindi Section, GC Section and Record Room. 	Shri Altaf Khan, Joint Director	Ms. Mamata Das, Asstt.	

10.3 Budget Section

No.9(9)/2012-Fin.II Dated: 30-01-2014 (Page 85-86/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
	Sh. M.P. Singh, Section Officer	<ol style="list-style-type: none"> 1. Preparation of Demands for Grants. 2. Preparation of various statements relating to Budget as per Budget Circular. 3. Preparation of Standing Committee Report. 4. Formulation of Budget Proposal in coordination with other Divisions of DeitY as well as STQC & NIC. 5. Preparation of RE for Pre- Budget Meeting. 6. Preparation of Final SBE 7. Preparation of Supplementary Demands for Grants. 8. Preparation of Re-appropriation Order/ Surrender Orders. 9. Processing of Outcome Budget 	Sh. Altaf Khan, Joint Director	Sh. Deba Prasad Das, Assistant	
	Smt. Inderjit Kaur, Section Officer	<ol style="list-style-type: none"> 1. Coordination & follow up Action Taken on the recommendations contained in PAC Report & CAG Reports 2. Follow-up reg. Settlement of Audit Para, Internal Audit & Local Audit Report in r/o Labs / Centres/ Societies / PSUs / Autonomous Bodies / NIC etc. 3. Monthly Report regarding pending ATNs. 4. Quarterly Executive Summary. 5. Co-ordination with local Audit Party visiting for the Office of the Principal Director of Audit, New Delhi. 6. Matter relating to Budget and Audit and any other matter as assigned from time to time. 	Sh. Altaf Khan, Joint Director	Smt. Asha Pandey, UDC (from August, 2013 to till date)	
	Sh. M.P. Singh, Section Officer	<ol style="list-style-type: none"> 1. Diary / Dispatch of the dak meant for the budget section. 2. Preparation of Weekly /Monthly arrear statement. 3. Furnishing of various Quarterly & Monthly Reports relating to O&M Division DeitY, MoF etc. 4. Preparation of Daily / Monthly / Quarterly / Yearly Expenditure Statement. 5. Preparation of Monthly Statement of IEBR for submission to Ministry of Finance. 6. Coordination in relation to preparation of SBE / Supplementary Demands for Grants / Re-appropriation order / surrender orders/ Outcome Budget etc. 	Sh. Altaf Khan, Joint Director	Sh. Naveen, UDC	

D&D Section

No.9(9)/2012-Fin.II Dated: 30-01-2014 (Page 87-90/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> Preparation of Salary bills in respect of LDC & Group 'M.T.S.' Employees. NPS Employees Preparation of bills towards GPF Advance/Withdrawal, HBA, Scooter / Motorcycle, Festival, O.T. DA / Pay Arrears & Retirement benefits In Respect of above staff. Calculation of Income Tax and Issue of Form 16 and Form 24 in respects of above staff. Preparation of New PBRs / Ledgers / Register. 	Smt. C.K. Bajaj, Dy.FA	Sh. Ramesh Kumar, SO	
2.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> Preparation of Salary bills in respect of PPSs / Stenos and NPS Staff. Preparation of bills towards GPF Advance/withdrawal, HBA, Scooter / Motorcycle, Festival, PCs Advance, Honorarium, Bonus, O.T. DA / Pay Arrears & Retirement Benefits in respect of above staff. Calculation of Income Tax and Issue of Form 16 and Form 24 in respect of above staff. Preparation of New PBRs / Ledgers / Registers 	Smt. C.K. Bajaj, Dy.FA	Sh. Laxman, SO	
3.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> Preparation of Salary bills in respect of IAS Officers, GO(NP), CRAT & CCA Preparation of Salary Slips and Bank Statement, forwarding salary details to Bank through floppy. Preparation of bills towards GPF Advance / withdrawal, HBA, Scooter/ Motorcycle, Festival, PCs Advance, Honorarium, Bonus, O.T. DA / Pay Arrears & Retirement benefits in respect of eligible staff. Calculation of Income Tax and Issue of Form 16 and Form 24 in respect of above staff. Preparation of New PBRs / Ledgers / Registers. 	Smt. C.K. Bajaj, Dy.FA	Shri D.K. Verma, Assistant	
3.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> Preparation of Salary bills in respect of PPSs / Stenos and NPS Staff. Preparation of bills towards GPF Advance/withdrawal, HBA, Scooter / Motorcycle, Festival, PCs Advance, Honorarium, Bonus, O.T. DA / Pay Arrears & Retirement Benefits in respect of above staff. Calculation of Income Tax and Issue of Form 16 and Form 24 in respect of above staff. Preparation of New PBRs / Ledgers / Registers 	Smt. C.K. Bajaj, Dy.FA	Sh. Laxman, SO	
4.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> Preparation of Acquaintance Roll for Disbursement of Salary & other Allowances. Disbursement of conveyance / misc. Reimbursement from Imprest to staff & Recoupment of Imprest bills. Receipt of Telephone Excess call Charges unspent balance of advance Pay to Staff. Preparation of Challan to deposit the Cash received through TR-6 into the Accredited bank daily. Maintenance of daily cash Book Entering the receipts & payments made during the day & attested by DDO with tallying all the vouchers. 	Smt. C.K. Bajaj, Dy.FA	Shri Maheshanand, Cashier / UDC	

		<ol style="list-style-type: none"> 6. Preparation of Salary Bills in respect of UDCs 7. Preparation of bills towards GPF Scooter, Motorcycle, Festival, PC Advance, Honorarium, Bonus, OTA, DA / Pay arrears & retirement benefits in respect of UDCs 8. Calculation of Income Tax and Issue of Form 16 in respect of UDCs. 9. Preparation of New PBRs / Ledgers / Registers. 			
5.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> 1. Preparation of Domestic / Foreign TA/DA, LTA/LTC transfer TA Advances / Settlement bills and conveyance bills. 2. Preparation of Challan for unspent Amount of TA/LTC Advance. 3. Preparation of TA/DA bills of Non Official Members. 4. Parliament Question towards TA/DA bills. 5. Settlement of Inward Claims Bills Received from Ministry of External Affairs. 6. Preparation of New Ledgers/Registers for TA/DA. 7. RTI 8. Preparation of Salary bills in respect of Asstt. 	Smt. C.K. Bajaj, Dy.FA	Sh. Surinder Kr. Kapoor, Asstt.	
6.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> 1. Preparation of Salary Bills in respect of GO (Plan), CERT- in and Technical Staff. 2. Preparation of bills towards GPF Scooter/Motorcycle, Festival, PCs advance, Honorarium Bonus, O.T.A DA/Pay arrears & Retirement benefits in respect of above staff. 3. Preparation & submission of Quarterly Annually Income Tax Returns of DeitY to I.T.O. 4. Calculation of Income Tax and Issue of Form 16 in respect of above staff. 5. E-TDS submission 	Smt. C.K. Bajaj, Dy.FA	Shri Bhoop Singh, Assistant	
7.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> 1. Preparation of Salary bills in respect of STOC(GO/NG) & Technical (GO) and Drivers. 2. Preparation / Settlement of Pension / Leave Salary Contribution & Credit of Cheques in the bank of employees of DeitY on deputation. 3. Preparation of GPF Advance / Withdrawal, HBA, Scooter / Motorcycle, Festival, PC Advance, OTA Honorarium, DA/Pay arrears & retirements benefits in respect of above staff. 4. Settlement of Income Tax and Issue of Form 16 in respect of above staff. 5. Preparation of new PBRs / Ledgers / Registers etc. 6. Submission of Quarterly Progress Report to be sent to Ministry of Finance regarding expenditure incurred on Pay & Various types of allowances. 7. Preparation of Monthly / Quarterly / Half Yearly / Yearly report to O&M / Finance Division. 8. Hindi Progressive Report. 9. R.T.I. matters. 	Smt. C.K. Bajaj, Dy.FA	Shri Ravinder Kumar, UDC	
8.	Sh. Jagdev Singh, DDO	<ol style="list-style-type: none"> 1. Preparation of all kinds of Contingencies / Grants-in-aid bills. 2. Receipt of various Cheques DDs, from PAO. 3. Preparing & issue of TDS Certificate to various parties. 4. Weekly statement of Cheques / Demand Drafts Received from PAO. 5. Monthly reconciliation of Accounts in respect of Grant / OE / OC with Pay & Account Office. 6. Preparation of expenditure Statement. 7. To attend Audit Para 	Smt. C.K. Bajaj, Dy.FA	Sh. Surrender Singh, UDC	

11. PERSONNEL GROUP

1.1 Division – Personnel

Pers.-I Section

No.10(4)/2009-Pers.I Dated: 09-01-2014 (Page 28-29/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Girish Sahai, Joint Director	Personnel & Establishment matters relating to all Officers / staff of DeitY.	Sh. R.P. Pardhan, Deputy Secretary	Shri Vinod Kumar, Deputy Director	
2.	Sh. Vinod Kumar, Deputy Director	Personnel & Establishment matters relating to all Officers/staff of DeitY.	Shri Girish Sahai, Joint Director	1. Shri Medhavi Singh, Section Officer 2. Shri Sanjeev Marwah, Section Officer	
3.	Sh. Sanjeev Marwah, Section Officer	Personnel & Establishment matters relating to Deputy Director and above (Non-S&T Officers).	Sh. Vinod Kumar, Deputy Director	-----	
4.	Sh. Medhavi Singh, Section Officer	Personnel & Establishment matters relating to all Gazetted Officers except Deputy Director and above (Non-S&T Officers).	Sh. Vinod Kumar, Deputy Director	1. Sh.Chandra Shekhar Arya, Assistant 2. Smt. Hricha Manocha, Assistant 3. Shri Kuldeep Singh Chauhan, Assistant 4. Shri Ajay Parve, UDC 5. Ms.Kanchan, Steno 6. Shri Adil Rashid, LDC 7. Smt. Mukesh Kumari, LDC 8. Smt. Ritu, LDC 9. Shri Munna, MTS	

Pers.-II Section

No. 21(1)/2004-Pers.II Dated: 10-01-2014 (Page 26-27/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri R.P. Pradhan, Deputy Secretary (Pers.)	All matters of establishment relating to all Gazetted / Non-Gazetted officials of DeitY	JS (Pers.)	Shri Girish Sahai, Joint Director(Pers.)	
2.	Shri Girish Sahai, JD (Pers.)	All matters of establishment relating to all Gazetted / Non-Gazetted officials of DeitY.	DS (Pers.)	Shri Vinod Kumar, Deputy Director(Pers.)	
3.	Sh. Vinod Kumar, DD (Pers.)	All matters of establishment relating to all Gazetted / Non-Gazetted officials of DeitY.	JD (Pers.)	Shri Rajesh Lagun, Section Officer (P-II Section)	
4.	Shri Rajesh Lagun, SO (P-II Section)	All matters of establishment relating to all Non-Gazetted officials of DeitY.	DD (Pers.)	Personnel – II Section 1. Smt. Kamlesh Kumari, Asstt. 2. Smt.Reena Prakash, Asstt. 3. Smt. Disha Soni, Asstt. 4. Miss Anita Kumari, Asstt. 5. Shri Udai Bhan, UDC 6. Shri Bhawani Ram Dikarwal, LDC 7. Shri Ashok Kumar, MTS	

Pers.-III Section

No.P-13022/2/2013-Pers. Dated: 10-01-2014 (Page 48-49/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Adarsh Kumar, Deputy Director	Recruitment Rules, Personnel Policy, Review Promotion of S&T (Group 'A' and Below Group 'A') Officers, Disciplinary / Court Cases, ACRs / APARs, Review of cases under FR56(j), Intimation under Conduct Rules, Re-verification / Special Verification of C&A in respect of officials working in sensitive nature work, obtaining and maintenance of APRs of all Group 'A' and 'B' employees, Submission of periodical reports / returns	Shri R.C. Saluja, Jt. Director (P-III)	Sh. Sanjit Choudhury, Section Officer Smt. Sunita Kharbanda, Assistant	---

		etc.		Shri Thaingmin Len Hoakip, Assistant Shri Pankaj Kumar Singh, Assistant Shri Mohan Lal, UDC Shri Prakhar Nigam, LDC Sh. Rajesh Kumar, Sr. Reprographer	
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General Coordination Section

No.1(10)/2002-GC Dated: 09-01-2014 (Page 7-8/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri R.P. Pradhan Deputy Secretary (Pers.)	Co-ordination of Personnel matters	JS (Pers.)	JD (GC)	
2.	Shri R.C. Saluja, Joint Director (GC)	Co-ordination of Personnel matters	DS (Pers.)	SO (GC)	
3.	Shri Jagmohan Kathait, Section Officer	Co-ordination of Personnel matters.	JD (GC)	1 .Smt. V.Rajalakshmi, SO 2. Shri Manager Shah, Asstt. 3. Smt. Deepa Chabra, Asstt. 4. Shri Raghubir Singh Rawat, LDC 5. Shri Abhishek Kumar Verma, LDC 6. Shri Ashok Kumar Ram, MTS	

11.2 Division – Autonomous Bodies Coordination

No. K-21014(12)/1/2013-ABC Dated: 10-01-2014 (Page 35-36/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1	2	3	4	5	6
1.	Sh. Surender Jeet, Deputy Director	1. All matters relating to Personnel Policies in respect of all the Autonomous Bodies under the control of DeitY.	JD(R.C. Saluja)	1. Shri D.P. Chawla, Section Officer 2. Shri T.P. Mohan,	

	<ol style="list-style-type: none"> 2. Residual aspects of ET&T. 3. All matters pertaining to appointment of Chief Executives and obtaining approval of ACC. 4. Constitution / Reconstitution of Governing Councils of all Autonomous Bodies. 5. Foreign deputation proposals of Chief Executives of Autonomous Bodies. 6. Laying of Annual Reports in both the houses of Parliament in r/o all the Autonomous Bodies. 7. Recruitment Rules in r/o all the Autonomous Bodies. 8. Dealing with VIP references in r/o all the Autonomous Bodies. 9. Representation/complaints/ court cases in r/o all the Autonomous Bodies. 10. Dealing with parliament questions in respect of Autonomous Bodies and sending draft replies. 11. General Coordination work relating to all the Autonomous Bodies. 12. Submission of periodical reports / returns, etc. 		<p>Section Officer</p> <ol style="list-style-type: none"> 3. Smt. Lalithambika Nair, Section Officer (temporarily transeferred to IFD w.e.f. 14.11.2013 onwards) 4. Smt. A.M. Selvi, Assistant 5. Smt. Sunita Rani, PA with JD(RCS) 6. Smt.Shashi Bala, LDC 7. Shri Inder Singh, MTS 	
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11.3 MS(O&M) Unit

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	Shri R.P Pradhan, Deputy Secretary	<p>Overseeing observance of Organisational and paper management aspects in respect of DeitY.</p> <p>All matters relating to MS(O&M) in DeitY and its Attached Offices and other constituents units under the control of DeitY</p>	JS(RKG)	Shri V.K. Jain, Director	
2.	Shri V.K. Jain, Director	<ul style="list-style-type: none"> • Overseeing observance of Organisational and paper management aspects in respect of DeitY. • All matters relating to MS(O&M) in DeitY and its Attached Offices and other constituents units under the control of DeitY 	Shri R.P Pradhan, Deputy Secretary	Mrs. Kusum Bhagat, DD	
3.	Mrs. Kusum Bhagat, DD	<ul style="list-style-type: none"> • All matters relating to MS(O&M) in DeitY and its Attached Offices and other constituents units under the control of DeitY. 	Shri V.K. Jain, Director	1. Shri Naresh Kumar, SO	
4.	Shri Naresh Kumar, SO	<ol style="list-style-type: none"> 1) The matters related to Allocation of Business Rules 2) The matters related to Delegation of Financial and Administrative Powers in DeitY. 3) The aspects related to Channel of submission of cases & level & their final disposal in DeitY. 	DD (O&M)	Smt. Kusum Girdhar Office Assistant (on contract)	

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
		<ol style="list-style-type: none"> 4) Coordination and consolidation of Quarterly "Executive Summary for Secretary" on important administrative issues pertaining to Personnel, Admin., Vigilance, Public Grievances, Finance, Parliament matters and MPs/VIPs reference etc. 5) Quick Work-assessment Study of the posts in DeitY (both technical and non-technical) 6) Tendering advice to Sections in DeitY on MS(O&M) aspects and Interpretation of various provisions of MOP, simplification of Rules/Procedures 7) Drawing/updation of various Organisational Charts and background material in respect of DeitY. 8) Coordination with DOPT, DARPG, MHA, M/o Finance. NAI. 9) All matters pertaining to RTI Act, 2005. 10) Other matters as assigned by the superior officers. 			
5.	Smt. Kusum Girdhar Office Assistant (on contract)	<ol style="list-style-type: none"> 1) Monitoring of Checks on Delays i.e. Weekly Arrear Statement, Monthly pendency etc. 2) Annual / Periodic Inspection Programmes / Schedule in r/o DeitY Aspects Related. 3) Annual Performance of O&M activities. 4) Allocation of responsibilities / Assignment among Officers and their reporting pattern in DeitY. 5) Maintenance / updation of reference books. Standing Instructions (except Transaction of Business Rules, 1961). 6) Circulation of Instructions/ Orders. 7) Recording/ reviewing/ weeding out of old records of the Section. 8) All internal/outgoing reports/returns including Hindi, Departmental Security Instructions. 9) Handling diary through OPA/Dispatch of dak, circulations of instruction/orders and typing work of the MS(O&M) Section until any LDC is posted in the Section and maintenance of registers like File Movement Register, File Register etc. Open New Files and give its OPA No. 10) Other matters as assigned by the superior officers from time to time. 	Shri Naresh Kumar, Section Officer		

12. SUPPORT GROUP

12.1 Division : General Administration

General-I Section

No.J-15022/2/2013-G-I Dated: 13-01-2014 (Page 37-38/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri D.S. Rawat, Section Officer	All payments towards official / Residential telephones bills & maintenance of EPABX Exchange, Purchase of Liveries, repair / maintenance of Furniture items, printing of Stationery item, arranging of name plates, rubber stamps, maintenance of all equipments other than computers and peripherals and electrical items installed in DeitY, repair / maintenance / purchase of Staff Cars, payment towards purchase of petrol for DeitY Officers, operating of Imprest Advance, management of Conference Room & Seminar Halls, all matter pertaining to Xeroxing, Cyclostyling, Binding and issue of gate pass for items being taken out of the building.	JD(GA)	Shri Anand Singh, T/Supervisor Shri R.K.Meena, Asstt. Shri Mahender Kr. Asstt. Shri Sahbir Singh, UDC Shri R.P. Sah, UDC Shri Manish, UDC Shri K.Prasad, LDC Shri Bhagwan Das, LDC Sh. Hiraballabh, TM 'G' Sh. Mahendar Singh, T/M (Carpenter) Sh. Lalit Pant, Lab Asstt. Shri Yogender Pd., Xerox Operator Shri Chander Pal, Xerox Operator Shri Naresh Chand, Xerox Operator Shri Ganga Saran & Sh. Chandeshwar Sah, Roneo Operator Shri Anand Singh, Xerox Operator Shri Hari Singh, Xerox Operator	
2.	Sh. B. D. Sharma, Joint Director	- do -	JS(GA)	Shri D.S. Rawat, Section Officer	

General-II (Security Section)

No. 3(1)/2014-Security Dated: 09-01-2014 (Page 44-47/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri G.R. Meena, Section Officer (Security)	As per Annexure – I	JD(Bldg.) & CSO	1. Shri Sunny Kumar, Assistant 2. Shri R.K. Dalal, Artist 'B' 3. Shri R.N. Verma, Receptionist* 4. Shri Trikesh Prasad, MTS* 5. Shri Mahavir Singh, MTS 6. Shri Madan Lal, MTS** 7. Shri Dudh Nath Mahto, MTS** 8. Shri Umed Singh, MTS** 9. Shri Jai Bhagwan, MTS**	*Reception Desk, DeitY **Performing the shift duties of Chowkidars

Annexure –I

Allocation of Assignments

1.	Shri G.R. Meena, Section Officer	1. Manage, Control & Supervision of Security Section
2.	Shri Sunny Kumar, Assistant	1. Issue of MHA photo passes to DeitY officers and employees. 2. Issue of temporary passes to trainees and contractual workers. 3. Issue of punching / pensioner cards to DeitY employees 4. Coordination with CISF security personnel and settle their monthly deployment bills. 5. VIP references / Parliament questions / RTI cases. 6. Payment of OTA bills of Security Section's staff. 7. Preparation and issue of weekly duty roster of MTS assigning the duties of Chowkidars. 8. To conduct enquiry in case of theft and taking appropriate orders of the Competent Authority on the case. 9. Matters related to Parking Labels and security instructions. 10. Submission of Monthly / Quarterly / Half Yearly Reports to Finance / MS(O&M) / Hindi Section / IB and MHA. 11. VIP references / Parliament questions / RTI cases. 12. Matters relating to security of the building.

		<p>13. Verification of Keys – issue of duplicate keys of rooms to officers and their management.</p> <p>14. Matter regarding War Book / Departmental War Book.</p> <p>15. Any other work assigned by the officer concerned.</p>
3.	Sh. R.N. Verma, Receptionist	<p>1. Issue of visitor passes to visitors after verification.</p> <p>2. Maintenance of Visitor Registers sequence indicating full name, address, date, time, phone number / mobile number etc., and hand it over to SO (Security Section) when it is exhausted before getting new register.</p> <p>3. Maintenance of register and daily record of visitor passes (issue and receive it back at the end of the day).</p> <p>4. Any other work assigned by the Officers concerned.</p>
4.	Shri R.K. Dalal, Artist 'B'	<p>1. Diary and Dispatch of documents and files of Security Section.</p> <p>2. Any other work assigned by the Officers concerned.</p>

Protocol Section

No. 3(1)/2013-Protocol Dated: 03.01.2014 (Page 3-6/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Hansraj, Stores Officer	As per Annexure – I	JD & CSO (Sh.B.D. Sharma)	<p>1. Shri Pareshwar Prasad, Asstt.</p> <p>2. Shri Krishan Chand, UDC</p> <p>3. Shri S.Esakki Rajan, LDC</p> <p>4. Shri Vikash Sahay, LDC</p> <p>5. Shri S.K. Saxena, MTS</p> <p>6. Ms Mamta, Library Clerk</p>	

Allocation of Assignments

Annexure –I

1.	Shri Hansraj, Stores Officer	<p>1. Matters relating to procurement of air tickets to Hon,ble Minister(MCIT) / MOS(C&IT) / his personal staff & family members and to DeitY officers from M/s Balmer Lawries & Co. Ltd.</p> <p>2. Payment of air ticket bills in respect of Domestic and International to the Agencies.</p> <p>3. Providing protocol courtesy to Hon,ble Ministers(MCIT) / MOS(P) / Secretary / Addl. Secretary and foreign delegation at National / International airport as well as in DeitY.</p> <p>4. Submission of Monthly / Quarterly / Half Yearly reports to finance / MS (O&M) / Hindi Section / IB and MHA.</p> <p>5. Providing passports (Diplomatic and Official) / revalidation / renewal and obtaining Visa Notes from MEA.</p> <p>6. Providing visa from various Embassies.</p>
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		<ol style="list-style-type: none"> 7. Safe custody of Diplomatic / Official / Personal passports. 8. Approval from Ministry of Civil Aviation was also required for those cases where the officer were travelled by private airlines. 9. Any other work as assigned by the Senior Officers.
2.	Sh. Pareshwar Parasad, Assistant	<ol style="list-style-type: none"> 1. Matters relating to procurement of air tickets to DeitY officers and payments thereof. 2. Safe custody of Diplomatic / Official / Personal passports. 3. Providing protocol courtesy to Minister (C&IT) / MOS / Secretary / AS / JS and foreign delegation at National / International airports and also receive the delegation visiting this Department for participation in the meetings, seminars, symposiums, etc 4. Any other work assigned by Officers concerned.
3.	Shri Krishan Chand, Upper Division Clerk	<ol style="list-style-type: none"> 1. Matters relating to procurement of air tickets to Minister / MOS / his personal Staff and DeitY Officers and payments thereof. 2. Safe custody of Diplomatic / Official / Personal passports. 3. Providing protocol courtesy to the delegation visiting this Department for participation in the meetings, seminars, symposiums etc. 4. Any other work assigned by the Officers concerned.
4.	Shri S.E. Rajan, Lower Division Clerk	<ol style="list-style-type: none"> 1. Providing protocol courtesy to Minister (C&IT) / MOS and his family members / Personal Staff / Secretary / AS / JS and foreign delegation at National / International airports at Delhi and also receive the foreign / Indian delegation attending meetings, seminars, symposiums etc. 2. Matters related to Security & Fire Section 3. Any other work assigned by the officers working in Security & Fire Section / Protocol Section
5.	Vikash Sahay, LDC	<ol style="list-style-type: none"> 1. Booking of air tickets on daily basis. 2. Collecting the requisition / certificates from senior officer in DeitY for performed their Domestic and International Tour. 3. All the typing work. 4. Any other work assigned by the Officers.
6.	Ms Mamta, Library Clerk	<ol style="list-style-type: none"> 1. Diary & Dispatch of all the papers relating to air tickets Domestic & International, Passports, Visa note etc. 2. Collecting the requisition / certificates from senior officer in DeitY for performed their Domestic and International Tour. 3. Typing work. 4. Any other work assigned by the Officers.

General-II (Fire Section)

No. 11(1)/2014-Fire Dated: 23-07-2013 (Page 21-23/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri Sudershan Kumar, Section Officer (Fire)	As per Annexure – I	JD (Bldg.) & CSO	N/A	N/A

Annexure –I

Allocation of Assignments

1.	Shri Sudershan Kumar, Section Officer	<ol style="list-style-type: none">1. Manage, Control & Supervision of Fire Section.2. Matters relating to Fire & Safety of the building.3. Matters relating to safety of the occupants.4. Matters relating to Fire & Safety Equipments, Detection and protection system, Public Addressing and Talk back System of the building.5. Matters relating to Gen.–I, Protocol, Security, BM Sections & any other duties assigned by the higher authorities from time to time.6. Matters relating to local police and fire authorities.7. VIP references / Parliament questions.8. Submission of Reports.9. To carry out Surprise Checking in Odd hours.
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Engineering & BM Section

No.1 (14)/2012-Engg. Dated: 03-04-2014 (Page 124-127/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1	2	3	4	5	6
1.	Shri Ravi Prakash Pradhan, Deputy Secretary	Engg. & BM Section Matter	JS(RKG)	JD(BDS)	
2.	Shri B.D. Sharma, Joint Director (Bldg.)	As per Annexure – I	DS(RPP)	Shri Manish Kumar Aggarwal, Assistant Engineer (Civil) Smt. Chanchal Rani, PS Smt. Neena Talwar Section Officer (In-situ) Smt. Sheela Kanojia, Assistant Shri Fulchand Ram Bhagat, Assistant Shri Parashu Ram, Assistant Km. Jyoti Arora, Stenographer Ms. Mamta, Library Clerk	

Annexure-1

Engg Section

For Civil Works :

All Civil works matters of Electronics Niketan having an area 4,00,000 Sq.ft. & other DeitY organizations, which include the following.

- Processing of case for preliminary estimate, issue of work order for new works & annual repair & maintenance
- Tender procedure & evaluation of tender
- Execution of work order/monitoring to ensure proper execution
- Certification of payments of bills
- Coordination with other organization i.e. NDMC, MCD, L&DO, CPWD relating to execute of work
- The maintenance, efficient utilization of assets of building fittings, fixtures.
- Any other matter specially assigned.
- Court case relates to Engineering Section.

For Electrical Work :

- All matters relates to Civil & Electric works, consultancy repair & maintenance, addition/alternation in Electronics Niketan and other DeitY organizations.
- All electrical matters in relation to Electronics Niketan, which includes Annual repair and maintenance.
- Processing of case for preliminary estimate, issue of work order for new works / annual repair & maintenance.
- Tender procedure and evaluation of tender.
- Execution of work order / monitoring to ensure proper execution.
- Certification of payments of bills.
- Coordination with other organization. i.e. CPWD, BSES (DVB) also.
- Utilities and their maintenance, bills etc.
- Contract management in respect of Maintenance periodical services, Air-conditioning etc. UPS/Water Coolers including Emergency Power Supply DG Sets.
- Maintenance of Air-conditioners, DG set.
- Certification & payment of electricity bills.
- Operation & Maintenance of area of CERT-In, CCA area round the clock i.e. 24X7 hours basis

For Horticulture Job

- Processing of case for preliminary estimate, issue of work order for new works & annual repair & maintenance.
- Tender procedure & evaluation of tender
- Execution of work order/monitoring to ensure proper execution.
- Maintenance of Lawns/Gardens including provision & maintenance of plants, trees etc.
- Supervision & certification for payment of bills
- Arrangement of Buckets, flowerpot for VIP/Senior Officers including Conference/Meetings.
- Provision & their maintenance of outdoor / indoor plants for Electronics Niketan

BM Section :

- Processing of case from preliminary estimate, issue of work order for new works & annual repair & maintenance.
- Tender procedure & evaluation of tender.
- Executions of work order/monitoring to ensure proper execution.
- Maintenance & upkeep of Electronics Niketan including upkeep of surroundings, having area 40000 Sq. ft. toilets, 80 nos. etc. Centrally air-conditioning
- Supervision & certification for payment of bills
- Allotment of Office Accommodation.
- Assistance in shifting of furniture/equipment/machines & supervision & control of Farashes.
- Recovery of Rent and charges from other DeitY organizations

General-III Section

No.9(3)/2012-G-III Dated: 22-01-2014 (Page 57-58/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Smt. Kusum Bhagat, Deputy Director	All kind of purchase like stationery items, furniture, computers, Hardware / software and peripherals, technical consumables, Reference books, Gift items etc.	Shri B.D. Sharma Joint Director	Sh. Jagdish Prasad, SO Sh. Sushil Tyagi, SO Shri Rajeev Kumar, UDC Smt. Sheela Devi, Daftary	

Central Registry (CR&A) Section

No.4(1)/2011-CR Dated: 26-03-2014 (Page 120-121/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Mrs. Kusum Bhagat, DD(G-III)	All matter Relating to Genl.- III & CR&A	JD(BDS)	Sh. Jagdish Prasad, SO	
2.	Sh. Jagdish Prasad, SO	All matter Relating to Genl.- III & CR&A	DD(KB)	Incharge CR&A	
3.	Sh. M.C. Chauhan, Asstt. I/C	Supervising work of CR Section & Maintaining of all files relates to CR&A Section.	SO (CR&A)	CR Staff	
4.	Sh. S.S. Chauhan, Asstt.	Receiving of all out going by hand dak & entered in the by hand register, typing work.	Incharge, CR	--	
5.	Shri Satyanarayan Badhai, LDC	Diarizing of all in coming postal & Courier dak & dispatch of all postal Dak through Franking Machine.	-- do --	--	
6.	Sh. Raj Kumar, Lab. Asstt.	Receipt, issue preserving the account of all records in record room.	-- do --	--	
7.	Shri Rahul, Office Assistant	Dispatch of all out going letters through speed post.	-- do --		On contract basis
8.	Shri Kuldeep Singh, Office Assistant	Diarizing of all in coming by hand & speed post letters	-- do --		-- do --
9.	Sh. T.K. Arora, DR	All out side Dak to be delivered by hand at the Destination	-- do --	--	
10.	Sh. Pawan Kumar, DR	-- do --	-- do --		
10.	Sh. Parveen Kr., DR	-- do --	-- do --		
12.	Sh. Chandeswar Pd. MTS	Delivered the postal franked dak to the post office and distribution the dak in building.	-- do --		
13.	Shri Vijender MTS	-- do --	-- do --		

In case of exigencies / absence / urgency or other wise etc. DD / SO / Incharge(CR&A) shall have full power to assign additional work or reallocate work amongst the staff in CR&A Section.

12.2 Parliament & Raj Bhasha

Parliament Section

F.No.11(1)/2013-Parl. Dated: 02.05.2014 (Page 137-138/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Sh. R.K. Sharma, Deputy Director	Parliamentary work / RTI / Grievance matters	JS (RKG)	SO (Parl.)	Nature of Parliamentary work is different from other Section. Hence the files are submitted to Branch Officer / HoD / Secretary.
2.	Sh. Vinod Priya Section Officer	Parliamentary Work	DD (Parl.)	Assistant,	-- do --
3.	Sh. L.S. Rawat, Assistant	Parliamentary Matters	SO (Parl.)	--	--

Raj Bhasha Section

सं. 12(1)/2013-हि.अ. दिनांक: 24.03.2014 (पृष्ठ सं. : 108/C)

क्र. सं	अधिकारी/कर्मचारी	रिपोर्टिंग अधिकारी	कार्य
1.	श्री जगदीश गोकलानी, वरिष्ठ हिन्दी अधिकारी	श्री राजकुमार गोयल, संयुक्त सचिव	राजभाषा से संबंधित सभी नियमों एवं अधिनियमों का कार्यान्वयन सुनिश्चित करना एवं अनुवाद का पुनरीक्षण।
2.	श्री शिवराम दास, प्रधान निजी सचिव	श्री राजकुमार गोयल, संयुक्त सचिव	कम्प्यूटर टंकण एवं आशुलिपि
3.	श्री शिवकुमार निगम, हिन्दी अधिकारी	श्री जगदीश गोकलानी, वरिष्ठ हिन्दी अधिकारी	राजभाषा से संबंधित सभी नियमों एवं अधिनियमों का कार्यान्वयन सुनिश्चित करना तथा अनुवाद का पुनरीक्षण।
4.	श्री स्तानिसलास लकड़ा, निजी सचिव	श्री जगदीश गोकलानी, वरिष्ठ हिन्दी अधिकारी	कम्प्यूटर टंकण एवं आशुलिपि
5.	कुमारी रचना भंडारी, कनिष्ठ हिन्दी अनुवादक	श्री शिवकुमार निगम, हिन्दी अधिकारी	अनुवाद कार्य एवं राजभाषा संबंधी कार्यान्वयन
6.	श्री सतीश चन्द्र झा, कनिष्ठ हिन्दी अनुवादक	श्री शिवकुमार निगम, हिन्दी अधिकारी	अनुवाद कार्य एवं राजभाषा संबंधी कार्यान्वयन
7.	श्रीमती रेखा, वैयक्तिक सहायक	श्री शिवकुमार निगम, हिन्दी अधिकारी	कम्प्यूटर टंकण एवं आशुलिपि
8.	श्रीमती जिवन्ती कुजूर, आशुलिपिक	श्री शिवकुमार निगम, हिन्दी अधिकारी	कम्प्यूटर टंकण, आशुलिपि एवं डायरी डिस्पैच आदि
9.	श्री अमित, एमटीएस	श्री शिवकुमार निगम, हिन्दी अधिकारी	एमटीएस को आबंटित सभी कार्य

13. SUPPORT DIVISIONS/ UNITS

13.1 Division – Vigilance Unit

No.2(3)/2000-Vig. Dated: 10-01-2014 (Page 30-31/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Dr. Ajay Kumar, JS & Chief Vigilance Officer	As per allocation of work vide Office Order No. M-11012/1/2005-MS(O&M) dt. 27.6.2005	Secretary, DeitY	Sh. Gaurav Dwivedi Director, Vigilance Unit	
2.	Sh. Gaurav Dwivedi, Director	-do-	CVO	Shri V.K. Ahuja, Deputy Director	
3.	Shri V.K. Ahuja, Deputy Director	-do-	Dir.(GD)	One - Section Officer Two - Assistant One - MTS	

13.2 Public Relation/Grievance

No. 3(2)/2010-PR&PG Dated: 31-03-2014 (Page 123-124/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri R.K. Sharma Deputy Director	Public Grievances	JS(RKG)	PA	

13.3 Information & Documentation Centre (Library)

No. O-20/1/203-I&DC Dated: 6-01-2014 (Page 9-12/C)

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3.	4.	5.	6.
1.	Shri S.K. Sharma ALIO	All work related to Library such as procurement and processing of books Journals & Newspapers, passing of bills for payment, Issue/Return of books and reminders, Audit replies, Reference service, Current awareness service, I&DC Budget, Supervision of I&DC etc. Subscription of E-Journals at MCIT Consortium Platform	Dy. Director (GS) JS (RKG)	1. Smt. Sunita Chawla, ALIO 2. Ms. Rajni Raina, ALIO 3. Smt. Anita Kumar, ALIO 4. Sh. Harish Chand Sharma, LIA 5. Sh. Shokin Pal, MTS	