

**ALLOCATION OF RESPONSIBILITIES/ASSIGNMENTS AMONG OFFICERS AND THEIR REPORTING PATTERN IN EACH DIVISION of MeitY**

**Updated upto the date indicated against each Divisions/Sections i.e. after 30.06.2018**

**I. PERSONNEL GROUP**

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<b><u>Pers.-I Section</u></b> <u>No.10(4)/2009-Pers.I Dated: 03-07-2018 (Pg.09-10/C)</u>			
1.	Shri Roop Kishor, DS	Personnel & Establishment matters relating to all Officers / staff of MeitY.	Sh. Rajiv Kumar, Joint Secretary	1. Shri P. Victor Albuquerque, DD	
2.	Shri P. Victor Albuquerque,DD	Personnel & Establishment matters relating to all Officers/staff of MeitY.	Shri Roop Kishor, DS	1. Smt. Jacqueline Lall, SO	
3	Smt. Jacqueline Lall, SO	Personnel & Establishment matters relating to all Group 'A' and Group 'B' Gazetted Officers (including in-situ promotion granted in Group 'B' Gazetted posts) of MeitY.	Shri P. Victor Albuquerque, Deputy Director	1. Sh Lalit Narain Mathur, ASO 2. Sh. Kuldeep Singh Chauhan, ASO 3. Sh. Om Prakash Gonyal, ASO 4. Sh. Pawan Vineet Singh Rawat, ASO 5. Sh. Surender Singh, SSA 6. Sh. Amandeep, Steno 7. Mrs. Ritu, JSA 8. Sh. Munna, MTS	
		<b><u>PERSONNEL -II SECTION</u></b> <u>No. 21(1)/2016-Pers.II Dated: 02.07-2018 (Pg.11-12/C)</u>			
1.	Shri Roop Kishor, DS (Pers)	All matters of establishment relating to all Gazetted/Non Gazetted officials of MeitY	JS(Pers.)	Shri P. Victor Albuquerque, DD (Pers.)	
2.	Shri P. Victor Albuquerque, DD (Pers.)	All matters of establishment relating to all Gazetted/Non Gazetted officials of MeitY	DS(Pers.)	Shri Rajesh Lugun, SO (P-II)	
3.	Shri Rajesh Lugun, SO (P-II Section)	All matters of establishment relating to all Non Gazetted officials of MeitY	DD(Pers.)	<b><u>Personnel - II Section</u></b> 1. Smt. Reena Prakash, ASO	

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1.	2.	3	4	5	6
				2. Smt. Disha Soni, ASO 3. Shri Sahbir Singh, ASO 4. Sh. Irfan Ahmad Shaikh, ASO 5. Smt. Anita Kumari, ASO(On maternity/ CCL April 2017 onwards) 6. Shri Bhawani Ram Dikarwal, SSA 7. Shri Satyanarayn Badhai, J.S.A 8. Ms. Anuradha Kumari, Steno (working as dealing hand) 9. Ms. Sweety Rani, Steno (working as dealing hand)	
		<b>Personnel- III Section</b> <u>No.12 (2)/2017- P-III- Dated: 02.07.2018 (Pg.14-16/C)</u>			
1.	Shri Sanjit Choudhury, DD	Recruitment Rules, Personnel Policy, Review Promotion of S&T (Group 'A' and Below Group 'A') Officers Disciplinary/Court Cases, ACRs/ APARs, Intimation Under Conduct Rules, FR56(j), Lokpal, Re-verification/Special Verification of C&A in respect of officials working in sensitive nature work, obtaining and maintenance of APRs of all employees, Submission of periodical reports/returns etc.	Shri Roop Kishor, DS (P-III)	Smt. V. Rajalakshmi, SO	
2.	Smt. V. Rajalakshmi, Section Officer	-do-	Shri Sanjit Choudhury, Deputy Director	1. Sh R.K. Meena, ASO 2. Shri Thaingmin Len Hoakip, ASO 3. Shri Pankaj Kumar Singh, ASO 4. Sh. Mohan Lal, SSA	

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1.	2.	3	4	5	6
3	Shri R.K. Meena, ASO	<ul style="list-style-type: none"> <li>i. Maintenance / Processing of Annual Property Returns Status under Conduct Rules.</li> <li>ii. Maintaining of AWR in r/o scientist being considered in Review Promotion</li> <li>iii. Obtaining and maintenance of ACRs/APARs of all the officials of MeitY.</li> <li>iv. Representation relating of ACR/APAR matters.</li> </ul>	Smt. V. Rajalakshmi, Section Officer		
4	Shri Thaingmin len Hoakip, ASO	<ul style="list-style-type: none"> <li>i. Review Promotion of S&amp;T Officers</li> <li>ii. Extension of service of S&amp;T officers</li> <li>iii. Framing of policy of S&amp;T Officers</li> <li>iv. Representation of S&amp;T officers regarding Review Promotions</li> <li>v. Disciplinary Cases</li> </ul>	Smt. V. Rajalakshmi, Section Officer		
5	Shri Pankaj Kumar Singh, ASO	<ul style="list-style-type: none"> <li>i. Court Cases</li> <li>ii. Submission of monthly reports on court cases and disciplinary cases</li> <li>iii. Reverification of character &amp; antecedent of officials working in sensitive divisions.</li> <li>iv. Review of cases under FR56(j) and Rules 48 to the CCS (Pension Rules).</li> <li>v. Lokpal</li> <li>vi. Periodical reports returns in r/o O&amp;M Section.</li> <li>vii. Processing of intimation/ permission under Conduct Rules.</li> </ul>	Smt. V. Rajalakshmi, Section Officer		
6	Shri Mohan Lal, SSA	<ul style="list-style-type: none"> <li>i. Framing review of Recruitment Rules</li> <li>ii. RTI matters</li> <li>iii. Processing of weekly arrears statement, monthly pending cases</li> <li>iv. Processing of Monthly Action Plan</li> <li>v. Liaison work - visiting to Govt. counsel, Ministry of Law &amp; Justice and Govt. of India Press of RRs &amp; Court matters/replies</li> </ul>	Smt. V. Rajalakshmi, SO		

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		<b>General Co-ordination Section</b> <u>No.1(1)/2018-GC Dated: 26.07.2018</u>			
1.	Shri Devender Chawla, DD	All work of General Coordination Section as shown below	DS(Pers)	<ul style="list-style-type: none"> <li>• Suresh Kumar, ASO</li> <li>• Parashu Ram, ASO</li> <li>• Raghubir Rawat, SSA</li> <li>• Gordon, JSA</li> <li>• Rajesh Prasad, MTS</li> </ul>	
2.	Suresh Kumar, ASO	<ul style="list-style-type: none"> <li>• <b><u>Foreign Trainings</u></b> Matters relating to foreign training programmes including mandatory career training under DFFT scheme of DOPT.</li> <li>• <b><u>General Elections/Delhi Assembly Elections</u></b> Appointment of General observers for various General/Assembly Elections conducted by Election Commission of India. Other matters relating arrangements of Polling parties in various General Elections/Delhi Assembly Elections and appointment of Booth Level Officers from time to time and other related matters on elections.</li> <li>• <b><u>MeitY Canteen</u></b> Matters relating to Award of contract of Canteen, Uploading the Tender Details on the Central Procurement Portal, Settlement of monthly bills and coordination with Canteen Committee including arranging of its various meeting thereof.</li> <li>• <b><u>Domestic Training</u></b> Deputing MeitY employees for all kind of Training Courses/ Seminars/ Workshops/ Conference organized within India. Arranging training programmes for employees for upgradation of their skills.</li> <li>• <b><u>Online updation of AVMS portal of DOPT</u></b> Online updation of AVMS portal of DOPT on the basis of data collected from various Sections and Organizations of DeitY. In addition to this Reports pertaining to compliance of ACC Directions are sent to DOPT after collection of inputs from various Sections/Organizations of MeitY.</li> </ul>	Shri Devender Chawla, DD		

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1.	2.	3	4	5	6
		<ul style="list-style-type: none"> <li>• <b><u>Online uploading of vacancies on DOPT portal</u></b> Online uploading of vacancies of senior level posts in respect of MeitY on the official website of DOPT.</li> <li>• <b><u>Appointment of Nodal Officers for various purposes.</u></b></li> <li>• <b><u>Compilation of various Reports/returns</u></b> Coordination with other sections for receipt of various returns/ reports compilation thereof and forwarding the same to concerned Ministry and /or Division/ section of MeitY.</li> <li>• <b><u>Nomination of officers of MeitY for various purposes</u></b> Processing of nomination received from MeitY employees for Kailash Mansarovar Yatra to MEA</li> <li>• <b><u>Other matters:</u></b> VIP References and RTI matters and Public Grievances pertaining to GC Section. issue of NOC from IT angle to other State Government proposals. Parliament Questions/ Assurances</li> <li>• <b><u>Dealing with all matters after appointment of IAS as Assistant Secretaries in MeitY</u></b> Liaisoning with regard to work allocation, communication of instructions/directions received from DOPT being their Cadre Controlling Authority, issue of digital signatures, MeitY's e-office through NIC etc.</li> <li>• <b><u>Implementation of e-office</u></b> Coordination work with various Groups/Divisions of MeitY for implementation of e-office in MeitY as per directions of DARPG.</li> <li>• <b><u>Report on representations of SC/ST/OBC</u></b> Collecting of annual data about representation of SCs, STs and OBCs in the Central Government Services as on 1<sup>st</sup> January of each year and sending the same to online to DoPT after compilation of report from concerned division/attached offices.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• <b><u>Sexual Harassment Cases</u></b> GC section deals with the matter relating to cases of Sexual Harassment Cases in MeitY.</li> <li>• In addition to GC section dealing with matter regarding module on orientation course for retiring Government Officials and all matter related to grant of Honorarium in respect of Officers/Officials of MeitY.</li> </ul>			
3.	Shri Parashu Ram, ASO	<ul style="list-style-type: none"> <li>• <b><u>Observance of various National/International Day</u></b> Observance of various days- all arrangements. Collection/Distribution of Independence Day/Republic Day Invitation Cards of MeitY officers.</li> <li>• <b><u>Government Accommodation/Hostel Accommodation of DST</u></b> Online processing of allotment of Govt. Accommodation through e-AWAS portal of Directorate of Estates. Compilation of O&amp;M returns.</li> <li>• <b><u>Circulation of orders/instructions</u></b> Circulation of Government's orders, instructions, references etc. received from outside the Departments amongst various organizations of DeitY and giving the suitable reply to the originating Department, wherever necessary.</li> <li>• <b><u>Observance of various National/International Day</u></b> Observance of various days- all arrangements. Collection/Distribution of Independence Day/Republic Day Invitation Cards of MeitY officers.</li> </ul>	Shri Devender Chawla, DD		
4.	Raghubir Singh Rawat, SSA	<ul style="list-style-type: none"> <li>• <b><u>CGHS Matters/Appointment and Renewal of AMA</u></b> Matters relating to CGHS cards and Appointment/Renewal of AMA for the employees of MeitY not covered under CGHS.</li> <li>• <b><u>Welfare matters</u></b> Arrangement of farewell parties and memento for the officers retiring on superannuation basis. Matters relating to staff welfare and other amenities to staff and their families including sports, recreation etc. Providing first aid facilities to the employees of MeitY. Collection/distribution of official diaries/ wall calendars from DAVP</li> <li>• <b><u>Appointment of duty for UPSC exam</u></b> GC section deals with the matter regarding appointment of invigilator/Assistant Supervisor for UPSC examinations in various venue in Delhi.</li> </ul>	Shri Devender Chawla, DD		

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5.	Gordon, JSA	<ul style="list-style-type: none"> <li>• <b><u>Foreign Deputation :</u></b> Matters relating to foreign deputation/travel cases of MeitY personnel irrespective of the source of funding. Processing of the cases i.e. preparation of Proforma, concurrence from IFD, approval of competent authority as per the level of the officers.</li> <li>• <b><u>Preparation of Rolling Plan as per directions of M/o Finance</u></b> As per directions of Department of Expenditure, Rolling Plan in r/o foreign visits to be undertaken during a particular Quarter is required to be prepared. The final Rolling Plan prepared on the basis of the inputs provided by various Divisions/Groups of MeitY and its attached office will be submitted for concurrence of IFD and approval of Hon'ble ME&amp;IT.</li> <li>• <b><u>Uploading of the Rolling Plan on the portal of Department of Expenditure</u></b> The final quarter wise Rolling Plan is uploaded on Foreign Visit Management System portal of Department of Expenditure.</li> <li>• <b><u>Uploading of Information on India Code Portal of M/o Law and Justice.</u></b> Updation of Information in r/o various Acts of MeitY and uploading of various notifications, rules, regulations, circulars issued under various Acts on the India Code Portal.</li> <li>• <b><u>Coordination w.r.t. updation of Legal case of MeitY and its offices on the portal LIMBS of M/o Law and Justice</u></b> Director (Pers.) is the Nodal officer for the purpose. Coordination of various activities for updation of the information on the LIMBS by MeitY and its offices.</li> </ul>	Shri Devender Chawla, DD		
6.	Rajesh Prasad, MTS	All distribution of Dak etc.	Shri Devender Chawla, DD		
		<b><u>Autonomous Bodies Coordination Division</u></b> <u>No. K-21014(12)/2013-ABCD Dated: 10-07-2018 Pg.(49 -51/C)</u>			
1.	Sh. Sanjit Choudhury, Deputy Director	<ol style="list-style-type: none"> <li>1) All matters relating to Personnel Policies in respect of all the Autonomous Bodies under the control of MeitY.</li> <li>2) All matters pertaining to appointment of Chief Executive Officers.</li> <li>3) Constitution / Reconstitution of Governing Council, CC/ECOD etc. and Finance Committee Meeting of all Autonomous Bodies.</li> </ol>	Director (Shri Trilok Chandra) From 19.12.2018 to 13.05.2018	Smt. Neena Talwar, Section Officer	

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1.	2.	3	4	5	6
		4) Foreign deputation proposals of Chief Executives of Autonomous Bodies. 5) Laying of Annual Reports in both the houses of Parliament in r/o all the Autonomous Bodies. 6) Recruitment Rules in r/o CEOs of the Autonomous Bodies. 7) Dealing with VIP references in r/o all the Autonomous Bodies. 8) Representation/complaints/court cases in r/o all Autonomous Bodies. 9) Dealing with parliament questions in Respect of Autonomous Bodies and sending draft replies. 10) General Coordination work relating to All the Autonomous Bodies. 11) Submission of periodical reports / returns, etc. 12) Residual aspects of ET&T. 13) Court cases, representations /complaints of ESC.	Deputy Secretary (Shri Rook Kishor) From 14.05.2018 till date		
2.	Smt Neena Talwar, Section Officer	-Do-	Sh. Sanjit Choudhury, Deputy Director	1. Sh. Sunny Kumar ASO 2. Sh. Aman Kumar, ASO 3. Smt Shashi Bala, SSA	
		<b><u>MS (O&amp;M) SECTION</u></b>		4.	
1.	Shri Roop Kishor, DS	Overseeing observance of Organizational and paper management aspects in respect of MeitY.  All matters relating to MS(O&M) in MeitY and its Attached Offices and other constituents units under the control of MeitY	JS(Pers.)	Shri P.V. Albuquerque, DD	
2.	Shri P.V. Albuquerque,DD	All matters relating to MS (O&M) in MeitY and its Attached Offices and other constituents units under the control of MeitY.	Shri Roop Kishor, DS	1. Shri Naresh Kumar, DD	
3.	Shri Naresh Kumar, DD	1) The matters related to Allocation of Business Rules. 2) Allocation of work to MOS(E&IT) with the approval of MEIT. 3) Allocation of functional responsibilities of MeitY to AS/JS and GCs and HODs. 4) The matters related to Delegation of Financial and Administrative Powers in MeitY. 5) 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. 6) Tendering advice to Sections in MeitY 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	Shri P.V. Albuquerque, DD	Shri Jay Singh, Stenographer (Hindi)	



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		material in respect of MeitY and displaying the same on the website of MeitY under Rule 4(1)(b) of RTI Act, 2005. 8) Other matters as assigned by the Superior officers.			

## II. FINANCIAL MANAGEMENT GROUP - Integrated Finance Division

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.
	<b>Finance-I</b>	<b>Integrated Finance Division - (Page101 - 106/C)</b> No. 4(21)/2016-Budget Dated 30.07.2018 Pg.(105/C)			
1.	Shri S.K. Arora Deputy Director	<ol style="list-style-type: none"> <li>1. Service related matters in respect of MeitY Personnel such as pay fixation revision of pay etc.</li> <li>2. Conversion of Temp post into permanent posts.</li> <li>3. Deputation Cases</li> <li>4. Proposals for sponsorship/delegation deputation abroad.</li> <li>5. Processing of investment proposals such as SFC/EFC/SIB.</li> <li>6. Security/Examining of new project proposals and their submission to AS&amp;FA/Secretary/Hon'ble Minister.</li> <li>7. Release of funds to various sanctioned schemes after examining as per GFR/DEPR.</li> <li>8. Scouting of R&amp;D project proposals for release of grant-in - aid/Loan.</li> <li>9. Cases relates to payment of Honorarium.</li> <li>10. Scrutiny of Bank guarantees bond, MOUs MOAs in respect proposals.</li> <li>11. Disposals of reference received from other Ministry/ Deptt. Of Grant-in-Aid</li> <li>12. Evaluation/Advice on Tender documents received from General/Engg. Section Library of MeitY</li> <li>13. Issuing instructions on Various Economy measures as received from Ministry of Finance</li> <li>14. Hire/Purchase of furniture office equipments Liveries, General items</li> <li>15. Disposal/Condemnation, writing off of losses</li> <li>16. Submission of various returns/reports to O&amp;M section MOF etc.</li> <li>17. Internal Administration/Coordination</li> </ol>	Shri B.D. Sharma, (DFA) (Finance)	<ol style="list-style-type: none"> <li>1. Smt. A. Padmawati, DD</li> <li>2. Smt. Sushma, Rani, ASO</li> <li>3. Shri Udai Bhan, ASO</li> </ol>	

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1.	2.	3.	4.	5.	6.
		18. Dak receipt, issue & maintenance of all registers 19. Monitoring of grants release to various project implementing Agency.			
		<b>Finance-II</b> No. 4(21)/2016-Budget Dated 30.07.2018 (Pg.104/C)			
1.	Smt. Deepa Chhabra, Section Officer	1) Examining / processing the proposals relating to release of Grant-in-aid to Autonomous Bodies under MeitY. 2) Examining / Processing the cases / proposals relating to EFC/SFC of Autonomous Bodies under MeitY. 3) Examining processing on cases relating to establishment like correction of posts revival of post, conversation/up gradation of posts pertaining to autonomous bodies under MeitY and DIC NICS/STQC/NIC/UIDAI. 4. Examining and according concurrence to the proposals for effecting changes in Staff Rules /MOAs /Delegation of Powers etc. pertaining to Autonomous Bodies under MeitY. 5. Preparation & submission of agenda items pertaining to the scheduled meetings of Governing Council / Executive Committee / Finance & Accounts Committee for perusal of AS&FA. 6. Examining & processing all financial matters relating to Autonomous Bodies under MeitY and DIC NICS/STQC/NIC/UIDAI. 7. Examining & processing cases relating to Foreign Deputation relating to Chief Executive Officer of Autonomous Bodies under MeitY. 8. Coordination between PAO, MeitY and concerned Programme Divisions relating to monitoring of Utilization Certificates and Outstanding Loans.	Shri S.K. Arora, Deputy Director (Finance)	1. Shri D.K. Verma, ASO 2. Shri Manish Panwar, JSA	
		<b>Budget Section</b> No. 4(21)/2016-Budget Dated 30.07.2018 (Pg.101-102)			
1.	Sh. D.S. Rawat, SO	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 MeitY as well as STQC, NIC & UIDAI. 5. Preparation of RE for Pre- Budget Meeting. 6. Preparation of Final SBE. 7. Preparation of Supplementary Demands for Grants.	Shri M.P Singh Deputy Director	Sh. Deba Prasad Das, ASO	

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1.	2.	3.	4.	5.	6.
		8. Preparation of re-appropriation Orders/Surrenders Orders. 9. Processing of Monthly/Quarterly Expenditure Plan and Cash Management System.			
2.	Shri D.S Rawat, SO	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 MeitY, Ministry of Finance etc. 4. Preparation Monthly/ Quarterly/ Yearly Statement Expenditure Statement. 5. Preparation of Monthly Statement of IEBR for submission of Ministry of Finance. 6. Coordination in relation to preparation of SBE/Supplementary Demands for Grants/Re-appropriation order/Surrender orders/Outcome Budget etc.	Shri M.P Singh, DD	Shri Naveen, SSA	
3.	Smt. Inderjit Kaur, SO	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 respect of Labs/Centres / Societies/PSUs/ Autonomous Bodies/NIC & UIDAI etc. 3. Inclusion of a separate annexure in annually report of important audit observations. 4. Monthly /quarterly/ half yearly report pending ATNs, Executive Summary and Suo-moto. 5. Reports/returns/ RTI & Public Grievances and Parliament Questions. 6. Coordination with Local Audit Party Visiting for the Office of the Principal Director of Audit, New Delhi. 7. Matter relating to Budget and Audit and any other matter as assigned from time to time.	Shri M.P Singh, Deputy Director	Shri Saurabh Kumar, JSA	
		<b><u>D&amp;D Section</u></b> No. 6(15)/2017-D&D Dated 12.07.2018 Pg.(63-68/C)			
1.	Smt. Meenakshi Kumar, Drawing & Disbursing Officer	Overall work of D&D Section	Shri Mohinder Pal Singh, Deputy Director	1. Sh. SK Kapoor, ASO 2. Shri Vipin Singh, JSA 3. Bhoop Singh, Consultant (on Contract) 4. Sh. Ravinder Kumar Singh, SSA 5. Sh. Ajay Parve, SSA 6. Shri Maheshanand, Cashier / SSA	

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				7. Smt. Amarjeet Kaur Kakkar, ASO 8. Sh. Jagdev Singh, Consultant (on contract)	
2.	Sh. S.K. Kapoor, ASO	i. Domestic / Foreign TA/DA Bills (including TA Advances & its settlements) in r/o all officials of this Ministry. ii. Preparation of TA/DA Bills of Non Official Members. iii. Cases relating to LTC (Advances and settlement). iv. Transfer TA Claims. v. Parliament Question relating to TA/DA LTC. vi. RTI Cases. vii. Settlement of Inward Claims received from Ministry of External Affairs. viii. Following matters in r/o MOS, Staff of ME&IT and MOS(E&IT). <ul style="list-style-type: none"> <li>• Preparation of salary Bills.</li> <li>• Maintaining of PBRs.</li> <li>• Preparing bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, License Fee and NPS contributions.</li> <li>• Issue of Last Pay Certificates.</li> <li>• Calculation of Income Tax and preparation of Form 16</li> </ul>	Smt. Meenakshi Kumar, Drawing & Disbursing Officer		
3.	Shri Vipin Singh, JSA	i. Following matters in r/o all S&T officials of MeitY: <ul style="list-style-type: none"> <li>• Preparation of Salary Bills.</li> <li>• Maintaining of PBRs,</li> <li>• Preparing bills for Medical Claims, Tuition Fees bills EL Encashment, Advances.</li> <li>• Calculation of Income Tax and preparation of Form 16</li> <li>• Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension.</li> <li>• Issue of Last Pay Certificates.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, License Fee and NPS contributions.</li> <li>• Verification of GPF Statement and preparing bills for GPF advance/withdrawal.</li> </ul>	-do-		

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b>Allocation of Responsibilities / Assignments</b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>4.</b>	Bhoop Singh, Consultant (on Contract)	<p>Following matters in r/o IAS Officers, Sr. Officers (Non Tech.) (Group A), Section Officers of MeitY; CERT-In and CCA officials:</p> <ul style="list-style-type: none"> <li>• Preparation of Salary Bills.</li> <li>• Maintaining of PBRs,</li> <li>• Preparing bills for Medical Claims, Tuition Fees bills EL Encashment, Advances.</li> <li>• Calculation of Income Tax and preparation of Form 16</li> <li>• Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension.</li> <li>• Issue of Last Pay Certificates.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, License Fee and NPS contributions.</li> <li>• Verification of GPF Statement and preparing bills for GPF advance/withdrawal.</li> <li>• Communicating with various authorities relating to GPF and other remittances in r/o IAS officers.</li> </ul>	-do-		
<b>5.</b>	Shri Ravinder singh, SSA	<p>1. Following matters in r/o isolated posts of MeitY and STQC (Hqrs):</p> <ul style="list-style-type: none"> <li>• Preparation of Salary Bills.</li> <li>• Maintaining of PBRs,</li> <li>• Preparing bills for Medical Claims, Tuition Fees bills EL Encashment, Advances.</li> <li>• Calculation of Income Tax and preparation of Form 16</li> <li>• Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension.</li> <li>• Issue of Last Pay Certificates.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, License Fee and NPS contributions.</li> <li>• Verification of GPF Statement and preparing bills for GPF advance/withdrawal.</li> </ul> <p>2. Audit Related matters 3. All matter related to reports and returns 4. Matters relating to Inspection of D&amp;D Section</p>	-do-		
<b>6.</b>	Shri Ajay Parve, SSA	<p>i. Following matters in r/o SSA, PPS, PA and Stenographers of MeitY :</p> <ul style="list-style-type: none"> <li>• Preparation of Salary bills.</li> <li>• Maintaining of PBRs</li> <li>• Preparation bills for Medical Claims, Tuition Fees bills, EL</li> </ul>	-do-		

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.
		<p>Encashment, Advances.</p> <ul style="list-style-type: none"> <li>• Calculation of Income Tax and preparation of Form 16</li> <li>• Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension</li> <li>• Issue of Last Pay Certificates.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions.</li> <li>• Verification of GPF Statement and preparing bills for GPF advance/withdrawal.</li> </ul>			
7.	Shri Maheshanand, Cashier / SSA	<p>i. Following duties as Cashier :</p> <ul style="list-style-type: none"> <li>• Preparation of acquaintance roll and Daily Cash Book.</li> <li>• Encashment of cheque and disbursement of cash to the concerned official.</li> <li>• Deposition of cash receipts in the Bank.</li> <li>• Maintaining contingent vouchers and its payments.</li> </ul> <p>ii. Maintaining records of GPF/CPF Accounts, calculating yearly interest and preparing bills for final payment of GPF in r/o all officials of MeitY</p> <p>iii. Coordination of Income Tax matters with CA and getting the correct TRACES in r/o all officials of MeitY:</p> <p>iv. Following matters in r/o ASO of MeitY:</p> <ul style="list-style-type: none"> <li>• Preparation of salary Bills.</li> <li>• Maintaining of PBRs</li> <li>• Preparing bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances</li> <li>• Calculation Income Tax and preparation of Form 16</li> <li>• Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension</li> <li>• Issue of Last Pay Certificates.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, License Fee and NPS contributions.</li> <li>• Verification of GPF Statement and preparing bills for GPF advance/withdrawal.</li> </ul>	-do-		
8.	Smt. Amarjeet Kaur Kakkar, ASO	<p>i. Preparation and maintaining Registers relating to the Funds allocated to the Ministry</p> <p>ii. Preparation of Salary bills of MeitY, STOC CCA, Cert In</p> <p>iii. Processing and carrying out TDS deductions, wherever required</p> <p>iv. Preparation of Grant-in-aid Bills, after due verification</p>	-do-		

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.
		v. Filling and maintaining records relating to release of funds (GIA and other Budget Heads) such as Admin approvals, extension of durations, UCs etc. vi. Working and guiding Programme Divisions in PFMS portal for processing the bills online.			
9.	Shri Jagdev Singh, Consultant (On contract)	i. Following matters in r/o MTS and JSA OF MeitY : <ul style="list-style-type: none"> <li>• Preparation of Salary bills.</li> <li>• Maintaining of PBRs</li> <li>• Preparation bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances.</li> <li>• Calculation of Income Tax and preparation of Form 16</li> <li>• Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension</li> <li>• Issue of Last Pay Certificates.</li> <li>• Preparation of Arrears bill, as per Govt. directions.</li> <li>• Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions.</li> <li>• Verification of GPF Statement and preparing bills for GPF advance/withdrawal.</li> </ul>	-do-		

### III. General Administration Division

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
		<b>General Administration Division: General-I Section</b> <u>No.J-15012/2/2015-Genl-I Dated: 23.07.2018 Pg.(88 - 90/C)</u>			
1.	Shri Trilok Chandra, Director	All matters relating to Genl. Admn. and Security including Chief Security Officer	JS(SG)	JD(BDS) JD(AK)	
2.	Smt. Sushma Raut, A.S.O.	i) Payment of Official/Residential MTNL telephone bills (i.e. VIP, Consolidate, PRI, Toll Free and consolidate ICERT bills.) ii) Matter related to provide, shift, change of name, activation of STD/ISD facility to entitled/non-entitled officers and Mutual transfer of telephone connection.	Shri Kamlesh Kumar Jha, SO		
3.	Assisted by Smt. Asha Pandey, ASO	iii) Matter relating to RAX facility/directory. iv) Case of telephone facility to non-entitled officers/staff on functional basis.			

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
		v) Reimbursement and payment of residential, Mobile, Internet, Data card connection including the bills of ICERT. vi) Parliament Question and matter related to Audit and RTI. vii) Any Other work assigned from time to time.			
4.	Sh. K.P. Tyagi, A.S.O	i. AMC of all EPABX System including plan and intercom instruments and other mini telephone systems and fax machine. ii. Matter relating to repair of Furniture items. iii. Matter related to printing of MeitY iv. Matter related to Photostat Machines, Gestetner Copy printer, Duplo Digital Duplicator Machine. v. Matter related to hired vehicle.(assisted by Manjeet Kaur, JSA) vi. Preparation and uploading of all tender documents. vii. Liaison work with Xerox Room viii. Any other work assigned from time to time.	Shri Kamlesh Kumar Jha, SO		
5.	Smt. Manjeet Kaur, JSA	i) Reimbursement of news paper bills. ii) Purchase and issue of summer and winter liveries to entitled Group 'C' staff. iii) Matter pertaining to payment of set-up box/recharge and cable connections/television related issues. iv) AMC of postal franking Machine, weighing Machine and Paper Shredding Machine. v) AMC relating to Translation work. vi) Arrangement and updating of sign boards, banner, name plates, Rubber Stamps, Brass Seal etc. vii) Preparation of Internal Directory, Delhi Telephone Directory and related information. viii) Supervising/booking of conference Rooms and upkeep of equipments etc. ix) Accidental expenditure from impress money. x) all periodical report/returns. xi) Any Other work assigned from time to time.	Shri Kamlesh Kumar Jha, SO		
6.	Shri Raj Singh, Transport Supervisor** Assisted by Smt. Manjeet Kaur, JSA and	<b>Overall supervision govt. Staff Cars and Drivers and related matters:-</b> i) Repair/maintenance of Government Staff Cars, motor cycles and three wheeler ii) Matter relating to Purchase of Staff Cars, Condemnation of old staff car and dispose off through action. iii) Arrangement of MHA and Parliament passes for the staff cars. iv) Maintenance of expenditure records of each vehicles towards repairs, petrol, POL, checking of Log Books etc.	Shri Kamlesh Kumar Jha, SO		
7.	Assisted by Smt. Suman Rani, JSA				



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
		v) Matters relating to staff cars and staff car Drivers POL, OTA etc. vi) Submission of periodical inspection report of Govt. Vehicles. vii) Washing of Towels, Seat Covers of staff Cars, curtains, bed sheets etc viii) Any other works assigned by from time to time.			
8.	Sh. Chander Shekhar, Office Assistant	i) Issue of Gate Passes for returnable/Non returnable item/equipments etc. ii) All receipt of Dairy and Dispatch. iii) Maintenance of all record relating to diary/dispatch etc. of the Section iv) Weekly, monthly arrear statement v) Opening of file and movement through e-office. vi) Creation of e-receipt and e-file. vii) POL, OTA bills / claims viii) Any other any work assign time to time	Shri Kamlesh Kumar Jha, SO		
<b>EPABX ROOM 1<sup>st</sup> Floor</b>					
1.	Sh. Bhagwan Dass, JSA	i) To register and maintenance of complain Register in EPABX Room of MeitY. ii) To collect official/ residential telephone bills iii) To deposit payment of all telephone bills. iv) Liaison work with MTNL/BSNL v) Any other work assigned from time to time.	Shri Kamlesh Kumar Jha, SO		
<b>Conference Rooms</b>					
1.	Sh. Anand Singh, Sr. R/G	i. To arrange meetings in Conference Room No. 1007 & 1008 in 1 <sup>st</sup> Floor, 2215 and central wing 2 <sup>nd</sup> floor. ii. To upkeep the equipments installed in the above conference rooms. iii. To arrange meeting in Conference Room No. 4009 & 4062 4 <sup>th</sup> Floor iv. To upkeep the equipments installed in these conference rooms	Shri Kamlesh Kumar Jha, SO		
<b>Centralized Xerox Room</b>					
i. ii. iii	Sh. Ygender Prasad, Sr R/G Sh. Naresh Chand, Xerox Operator Sh. Mahender Singh, Xerox Operator	Centralized Cyclostyling work, photo copying Work, Punching and Spiral Binding Work, Lamination etc. of the Ministry.	Shri Kamlesh Kumar Jha, SO		

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
		<b>General-II [Security Section and Crisis Management]</b> <u>No.4(1)/2015-Security Section Dated: --04.07.2018 (Pg.03-06/C)</u>			
1.	Sh. Sudershan Kumar Section Officer	Overall work of Security Section	JD(GA)	1. Sh. Rajeshwar Prasad Sah, SSA 2. Sh. Bupender Kumar, Security Supervisor 3. Sh. Amit Kumar, Security Supervisor 4. Sh. Sushil Kumar Das, SSA* 5. Sh. Manish Kumar Meena, JSA 6. Sh. M.S Shekhwat, MTS 7. Sh. Dudh Nath Metho, MTS** 8. Durga Mehto, MTS** 9. Sh. Jai Bhagwan, MTS** 10. Sh. Umed Singh, MTS** 11. Sh. Trikesh, MTS*	*Reception Desk, MeitY  ** Performing the shift duties (24x7) at Keyboard
2.	Rajeshwar Prasad Sah, Senior Secretariat Assistant	1. Co-ordination with CISF security personnel and settle their monthly deployment bills. 2. <u>Reports and returns</u> <ul style="list-style-type: none"> <li>• Submission of monthly / Quarterly / Half yearly reports to finance /MS (O&amp;M) / Hindi Section / IB and MHA.</li> <li>• Custody of Secret Seal issued to the Department.</li> <li>• Compliance of Manual of Departmental Security Instructions.</li> <li>• War Book related matters.</li> </ul> 3. Digitization of records available in Security Section. 4. MHA photo passes to Officers of MeitY and Society 5. Issue of pensioners' cards to the retired employees of MeitY. 6. Delivery and collection of MHA passes 7. OTA Bills of Staffs of Security Section.	Sh. Sudershan Kumar Section Officer		

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
3.	Manish Meena, SSA	<ol style="list-style-type: none"> <li>Miscellaneous matters related to Security Section.</li> <li>Non-Official passes / trainees passes and passes for the employees of the societies</li> <li>Update for issue of parking labels</li> <li>Dairy and Dispatch.</li> <li>Airport pass and MHA pass and NDMC Pass for govt. vehicles.</li> <li>Dairy and Dispatch</li> </ol>	Sh. Sudershan Kumar Section Officer		
4.	Bhupender Kumar, Security Supervisor  Amit Kumar, Security Supervisor	<ol style="list-style-type: none"> <li>Verification of Compensatory holidays and Overtime Duty of Staff of Security Section/ Keyboard/ Reception.</li> <li>Duty roaster of MTS at keyboard.</li> <li>Issue of Parking Labels</li> <li>Audit and maintenance of Keys at keyboard</li> <li>Security arrangements during the VIP meetings/ visit of delegations.</li> </ol>	Sh. Sudershan Kumar Section Officer		
5.	Mahavir Singh Shekhawat, MTS	<ol style="list-style-type: none"> <li>Dairy and Dispatch</li> <li>Xerox of official papers and lamination of temporary passes.</li> <li>Physical verification of parking of vehicles in No Parking Zone.</li> <li>Submission and collection of MHA passes from Pass Cell, MHA.</li> <li>Any other field work of the Security Section.</li> </ol>	Sh. Sudershan Kumar Section Officer		
		<b>General -III [Purchase]</b> <b>No.9(1)/2017-G-III Dated: 09.08.2018 (Pg.119-120/C)</b>			
1	Ramesh Kumar (SO)	Purchase of Technical & Non-Technical item.	Adarsh Kumar (JD)		
2	Vikash Sahay (JSA)	Purchase of Technical item.	Ramesh Kumar (SO)		
3	Jagpat Singh (MTS)	Distributing Dak.	Ramesh Kumar (SO)		
		<b>Protocol Section</b> <b>No. 3(1)/2013-Protocol Dated: 23.05.2018 (Old Data)</b>			
1.	Shri Kamlesh Kumar Jha, Section Officer	Overall supervision and Management of protocol section	Joint Director (General Section)	<ol style="list-style-type: none"> <li>Sh. Krishan Chand,SSA</li> <li>Sh Rajeev Sharma, ASC</li> <li>Sh. Adhil Rashid, JSA</li> <li>Sh.SK Saxena, MTS</li> </ol>	
2	Sh. Rajeev Sharma, ASO	<ol style="list-style-type: none"> <li>Providing protocol courtesy to Ho'ble MCIT/ MOS (C&amp;IT)/ Secretary and Foreign Delegation at Airport and also receive the delegation visiting this Dept. for participation in the meetings, seminars, symposiums etc.</li> <li>Providing passports (Diplomatic/Official)/ Revalidation / Renewal and obtaining Visa Note from MEA</li> </ol>	Shri Kamlesh Kumar Jha, Section Officer		

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
		3. Providing VISA from various Embassies 4. Safe Custody of Diplomatic / Official / Personal Passports 5. Any other work as assigned by the Senior Officers			
3.	Sh. Krishan Chand, SSA	1. Matters relating to procurement of air tickets to Minister / MOS/ his personal staff and officers of MeitY. 2. Process the payment of Air Ticket bills (Domestic and International) to M/s. Balmer & Lawrie Co. Ltd 3. Collection of the requisition / journey performance certificates from senior officers in MeitY for performed their Domestic and International tour. 4. Booking of air tickets in the absent of concerned Dealing Hand. 5. Any other work assigned by Officers concerned	Shri Kamlesh Kumar Jha, Section Officer		
4	Sh. Adhil Rashid, JSA	1. Booking of air tickets (Domestic and International) on daily basis 2. Entries in the Air Ticket Register on daily basis 3. Preparation of voucher bills & sorting of bills accordingly. 4. Protocol Courtesy to the MCIT and high level delegation visiting the Department for meeting/seminar, etc, 5. Any other work assigned by the Officers.	Shri Kamlesh Kumar Jha, Section Officer		
5.	Sh. S.K. Saxena MTS	1. Diary, Dispatch & Distribution of Dak, files. 2. To collect air tickets from M/s. Balmer & Lawrie whenever requires and booking of air ticket in the absent of the concerned Dealing Hand. 3. Submitting/Collecting of Passports and Visa from MEA/Embassies 4. Photocopy related works 5. Any other work assigned by the Officer from time to time.	Shri Kamlesh Kumar Jha, Section Officer		
		<b>Crisis Management Section [Fire]</b> <b>No. 11(1)/2014 - Fire Dated: 23.05.2018</b>			
1.	Sudershan Kumar, SO(Fire)	1. Manage, Control & supervision of Fire staff. 2. Matters relating to Fire & Safety of the building. 3. Matters relating to safety of the occupants. 4. Matters relating to Fire and safety Equipments, Detection and Protection system, Public Addressing and Talk back system of the building. 5 Any other duties assigned to me relating to Protocol, security, BM section, by the Senior Officers from time to time. 6. Matters relating to local police and fire authorities as & when required. 7. Submission of reports & returns. 8. To carry out routine checking and inspection of existing fire safety system & arrangement of Electronics Niketan building in co-	Shri Adarsh Kumar, Joint Director (GA)		

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
		<p>ordination of CPWD.</p> <p>9. To conduct fire mock drill and demonstration classes to create Awareness among the occupants in co- ordination of Delhi Fire Service.</p> <p>10. To attend all emergency calls during on duty and off duty hours.</p> <p>11. To prepare proposals for creating fire incident free and safe Environment for the occupants of Electronics Niketan building.</p> <p>12. All duty and responsibilities of SO/Security in additional.</p>			
		<p><b>CR &amp; Archrivals Section</b>  <b>No.1(1)/2017-CR&amp;A Dated 02.01.2018 (Pg.14-15/C) (Old Data)</b></p>			
1.	Sh. Ramesh Kumar, SC	All matter relation to CR&A Section	JD(AK)	In-charge CR&A	
2.	Sh. V.K. Jaggi, ASO I/C	Supervising work of CR Section/Maintaining of all files relates to CR&A Section	SO(CR&A)	CR&A Staff	
3.	Sh. Rahul, Office Asstt.	Receiving Diarizing of all out going by Hand Dak & Diarizing of all Dak in coming posted & courier dak marking of dak to concern Division	In-charge, CR&A	--	
4.	Sh. Kuldeep Singh, Office Asstt.	Diarizing of all in Coming by hand & Speed post letters & Dispatch of all posted dak through Franking Machine	-do-	--	
5.	Ankit Office Asstt.	Dispatch all out going letters through speed post.		--	
6.	Sh. Pawan Kumar, D/R	All outside dak to be delivered by hand at the destination	-do-	--	
7	Sh. Pravin Kumar, D/R	-do-	-do-	--	
8.	Sh. Vijender, MTS	Delivered the postal franked dak. To the post office & distribution of incoming dak in building.	- do-	--	
9	Sh. Ram Singh, MTS	Delivered the postal franked dak To the post office & distribution of incoming dak in building	- do-	--	
10.	Sh. Rajesh Kumar, MTS	-do-	- do-	--	
		<p><b>ENGINEERING AND B.M. SECTION</b>  <b>No.1(13)/2015-Engg.Section Dated:23.05.18 (Old Data)</b></p>			
1	Shri Trilok Chandra, Director	Engg. & BM Section	JS(SG)	JD(BDS)	
2	Shri B.D. Sharma, Joint Director (Bldg)	<p><b>Engg &amp; BM Section</b>  All Civil works matters of Electronics Niketan having and area 4,00,000 Sq.ft. &amp; other MeitY organizations, which include the following.</p> <ul style="list-style-type: none"> <li>- Processing of case of preliminary estimate, issue of work order for new works &amp; annual repair &amp; maintenance.</li> <li>- Tender procedure &amp; evaluation of tender</li> <li>- Execution of work order/monitoring to ensure proper execution</li> <li>- Certification of payments of bills</li> <li>- Coordination with other organization i.e. NDMC, MCD, L&amp;DO,</li> </ul>	Dir.(TC)	Shri K. Basavaraja, AE(Civil) Shri Nipun Pratap Singh, ASO Smt. Suman Rani, ASO Ms. Jyoti Arora, Steno Shri Goopal Datt, MTS	

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
		<p>CPWD relating to execute of Work</p> <ul style="list-style-type: none"> <li>- The maintenance, efficient utilization of assets of building fittings, fixtures.</li> <li>- Any other matter specially assigned.</li> <li>- Court case relates to Engineering Section.</li> </ul> <p><b><u>For Electrical Work:</u></b></p> <ul style="list-style-type: none"> <li>- All matter relates to Civil &amp; Electric works, consultancy repair &amp; maintenance, addition/alternation in Electronics Niketan, and other MeitY organization.</li> <li>- All electrical matters in relation to Electronics Niketan, which includes Annual repairs and maintenance</li> <li>- Processing of case for preliminary estimate, issue of work order for new works/annual repair &amp; maintenance.</li> <li>- Tender procedure and evaluation of tender.</li> <li>- Execution of work order / monitoring to ensure proper execution.</li> <li>- Certification of payments of bills.</li> <li>- Coordination with other organization. i.e. CPWD, BSES (DAB) also.</li> <li>- Utilities and their maintenance, bills etc.</li> <li>- 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.</li> <li>- Certification &amp; payment of electricity bills.</li> <li>- Operation &amp; Maintenance of area of ICERT, CCA area round the clock i.e. 24X7 hours basis</li> </ul> <p><b><u>For Horticulture Job</u></b></p> <ul style="list-style-type: none"> <li>- Processing of case for preliminary estimate, issue of work order for new work &amp; annual repair &amp; maintenance.</li> <li>- Tender procedure &amp; evaluation of tender</li> <li>- Executions of work order/monitoring to ensure proper execution.</li> <li>- Maintenance of Lawns/Gardens including provision &amp; maintenance of plants, trees etc.</li> <li>- Supervision &amp; Buckets, flowerpot for VIP/Senior Officers</li> </ul>		<p>Shri Durga Mahto MTS</p> <p>Shri Hainarayan Sah, MTS</p> <p>Shri Yad Ram, MTS</p> <p>Shri Ravi Dabbas, MTS</p> <p>Shri Dayanand Kumar, MTS</p> <p>Shri Pyush Prakash, MTS</p>	

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
		<p>including Conference/Meetings.</p> <ul style="list-style-type: none"> <li>- Provision &amp; their maintenance of outdoor / indoor plants for Electronics Niketan</li> </ul> <p><b><u>BM Section:</u></b></p> <ul style="list-style-type: none"> <li>- Processing of case for preliminary estimate, issue of work order for new works &amp; annual repair &amp; maintenance.</li> <li>- Tender procedure &amp; evaluation of tender.</li> <li>- Executions of work order/monitoring to ensure proper execution.</li> <li>- Maintenance &amp; upkeep of Electronics Niketan including upkeep of surroundings, having area 40000 Sq. ft. toilets, 80 nos. etc. Centrally air-conditioning</li> <li>- Supervision &amp; certification for payment of bills</li> <li>- Allotment of Office Accommodation.</li> <li>- Assistance in shifting of furniture/ equipment/machine &amp; supervision &amp; control of Farashes</li> <li>- Recovery of Rent and charges from other MeitY organizations</li> </ul> <p><b><u>Matters relating to Swachh Bharat Mission &amp; Swachhta Action Plan of MeitY.</u></b></p>			
		<b><u>Parliament Section - (Page 52/C)</u></b>			
1.	Shri S.K. Tyagi, Deputy Director	Parliamentary work/RTI/Grievance matter.	Economic Advisor (Smt. Simmi Chaudhary)	SO(Parl.)	Nature of Parliament work is different from other Section. Hence the files are submitted to Branch Officer/ HOD/ Secretary
2.	Shri Vinod Priya, SO	Parliamentary work	DD(Parl.)	ASO	-do-
3.	Sh. L.S. Rawat, ASO	Parliamentary work	SO(Parl.)	ASO	-do-
4.	Sh. J.P. Bhaskar, ASO	Diary, Dispatch, Typing work and other misc. work. Also put all question and answer on Lok/Rajya Sabha portal.	SO(Parl.)	ASO	-do-

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
		<b>राजभाषा अनुभाग</b> सं.12(1)/2013-हि.अ. दिनांक- 29.06..2018 (पेज नं. 7-8/C)			
1.	श्री जगदीश गोकलानी, संयुक्त निदेशक (राजभाषा)	राजभाषा से संबंधित सभी नियमों एवं अधिनियमों का कार्यान्वयन सुनिश्चित करना एवं अनुवाद का पुनरीक्षण।	श्री राजीव कुमार, संयुक्त सचिव		
2.	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)	राजभाषा से संबंधित सभी नियमों एवं अधिनियमों का कार्यान्वयन सुनिश्चित करना एवं अनुवाद का पुनरीक्षण।	श्री जगदीश गोकलानी, संयुक्त निदेशक (राजभाषा)		
3.	श्री स्तानिसलास लकड़ा, निजी सचिव	कम्प्यूटर टंकण एवं आशुलिपि	श्री जगदीश गोकलानी, संयुक्त निदेशक (रा.भाषा)		
4.	श्री पदम सिंह, निजी सचिव	कम्प्यूटर टंकण एवं आशुलिपि	श्री जगदीश गोकलानी, संयुक्त निदेशक (रा.भाषा)		
5.	श्रीमती रचना नेमा, वरिष्ठ अनुवादक	अनुवाद कार्य एवं राजभाषा संबंधी कार्यान्वयन	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
6.	श्रीमती ममता, कनिष्ठ अनुवादक	अनुवाद कार्य एवं राजभाषा संबंधी कार्यान्वयन	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
7.	श्री पप्पू कुमार साहु, कनिष्ठ अनुवादक	अनुवाद कार्य एवं राजभाषा संबंधी कार्यान्वयन	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
8.	श्रीमती रेखा, वैयक्तिक सहायक	कम्प्यूटर टंकण एवं आशुलिपि	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
9.	श्रीमती जीवन्ती कुजूर, आशुलिपिक	कंप्यूटर टंकण, आशुलिपि एवं डायरी डिस्पैच आदि	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
10.	श्री अमीत, एमटीएस	कार्यालय संबंधी विविध कार्य	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
<b>IV</b>	<b>SUPPORT DIVISIONS / UNITS</b>				
	<b>Vigilance Unit</b>	<b>No.9(3)/2017-Vig Dated: 09.07.2018 Pg.(46 - 47/C)</b>			
1.	Sh. Gopalakrishnan S., JS&CVO	As per allocation of work vide Office Order No. M-11012/1/2005-MS(O&M) dt. 27.06.2005 Amendment from time to time.	Secretary MeitY	DD (Vig. Unit)	
2.	Smt. Ansa John, DD	-do-	JS&CVO	SO(Vig.)	
3.	Shri C.S. Arya, Section Officer	-do-	DD (Vig.)	One – ASO One – SSA One : MTS	
		<b>PR/Grievances/RTI Cell</b>			
		<b>No.3(1)/2014-PR&amp;PG Dated: 08.07.2018 pg(53/C)</b>			
1.	Shri Vinod Kumar, Joint Director	Public Grievance and RTI matters	Economic Advisor	Shri S.K. Tyagi, Deputy Director	



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
2.	Shri S.K. Tyagi, Deputy Director	Public Grievance and RTI matters	JD(VK)	Sh. Navneet Kumar, JSA	
		<b>Information &amp; Documentation Centre (I&amp;DC)</b> No.0-20/1/2018-I&DC Dated:04.07.2018 (Pg.17-18/C)			
1	Smt. Anita Kumar, ALIO	All work related to Library 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, E-Books on MEIT Consortium platform	DD (DP) DS (RK) JS (RK)	Sh. Ashish Kumar, Library Clerk	

**V. R&D in ELECTRONICS and Cyber Security Group, R&D in INFORMATION TECHNOLOGY,**

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
		<b>Electronics System Development and Application Division (ESDA)</b> No. 9 (9)/2012-ESDA Dated: 22.02.2017 (Page No. /C)-Old data			
1.		a) Promotion of technology development and application in the areas of Industrial Electronics- Power Electronics, Automation Technologies, Intelligent Transportation System, Control & Instrumentation, Robotics, etc. for various economic/service sectors. b) Overall responsibilities of the Division's activities towards technical, financial and other managerial issues. c) Any other assignment from GC(R&DE) from time to time.	GC(R&DE)		
2.	Shri Tara Shanker, Sci-F	a) Promotion of R&D in the areas of Industrial Electronics covering - Power Electronics, Process Automation Technologies (project conceptualization/ Formulation, evaluation, coordination, monitoring and field demonstration activities). b) Coordination with other industries/Ministries in the area of work. c) Any other assignment from HoD/GC(R&DE) from time to time. d) CVO of ERNET India – All vigilance related works.	Sci-G (PC)	Sh. Abhishek Aggarwal, Sci-B  Sh. Om Krishan, Sci-B  Smt. Anita Gupta, PPS	

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
		e) Representing MeitY in various Committees of Ministry of External Affairs, Ministry of Power, Ministry of Shipping, CEA, NIELIT, NITRA, etc. f) Parliament Questions, RTI, Citizen Charter, e-Samiksha			
3.	Shri Ramashray Prasad, Sci-F	a) Promotion of R&D in the area of Industrial Electronics covering Robotics, Intelligent Transportation System , Automation System for Sugar Industry (project conceptualization/formulation, evaluation, coordination, monitoring and field demonstration activities) b) Project falling under Multiplier Grant Scheme. c) Coordination with Industries/Ministries in the area of work. d) Any other assignment from HoD/GC(R&DE) from time to time.	HoD, ESDA	Smt. Manju Sapra, PS	
4.	Shri Abhishek Aggarwal, Sci-B	a) Projects in the area of Industrial Electronics covering Power Electronics, Process Automation Technologies etc. b) Preparation of Technology Trend/Review Report in the identified areas. c) Member-Secretary, Working Group on Industrial Application. d) Any other assignment from Dir.(TS)/HoD/GC(R&DE) from time to time. e) Regularly updating ESDA website.	Dir(TS)	-	
5.	Shri Om Krishan, Sci-B	a) Projects in the area of Industrial Electronics covering Power Electronics, Process Automation Technologies etc. b) Preparation of Technology Trend/Review Report in the identified areas.	Will report to Dir(TS) for these activities.	Additional Responsibility	
6.	Smt. R.K. Juneja, JD	a) To provide administrative and financial support. b) Administrative matters related to sponsored R&D projects.\ c) Matters related to Right to Information Act. d) Audit Matter / Parliamentary Matters. e) Liquidation of Utilization Certificates. f) Periodical Reports. g) Any other assignments from HOD/GC(R&DE) from time to time	GC(R&DE)	Shri Medhavi Singh, SO	
7.	Shri Medhavi Singh, SO	a) To provide administrative and financial support to ESDA Div. b) Administrative matters related to sponsored R&D projects.\ c) Matters related to Right to Information Act. d) Internal coordination, periodic reports and returns, Audit	Joint Director(RKJ)	Shri Sukhpal Singh Chauhan, ASO  Smt. Sumitra Devi, MTS	

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
		Matter and Parliamentary Matters. e) Liquidation of Utilization Certificates. f) Periodical Reports. a) Any other assignments from HOD/GC(R&DE) from time to time.			
		<b><u>Innovation and IPR Division</u></b> <u>MeitY/IPR /3.1/95/2017 - Dated: 05.07.2018 pg(43 - 45/C)</u>			
1.	Dr. A.K. Garg Scientist 'F'	<ul style="list-style-type: none"> <li>• Consideration and examination of applications for grant of Patent, Trademarks and Copyright.</li> <li>• Consideration of proposals for financial support under IP Awareness Programme and release of grants.</li> <li>• Technology Incubation and Development of Entrepreneurs (TIDE) Scheme and TIDE 2.0 Scheme (Next version of TIDE).</li> <li>• Consideration of claims under SIP-EIT Scheme and release of funds in accordance with the provisions of the scheme.</li> <li>• Multiplier Grants Scheme (MGS).</li> <li>• CoE-IP (Centre of Excellence in Intellectual Property).</li> <li>• Assess and Evaluation of Promoting Innovation based ESDM start-ups through integration of existing facilities and setting up of Incubation Centre.</li> <li>• MeitY – European Patent Office (EPO) Collaborative Work Plan.</li> <li>• Any other assignment from time to time the GC.</li> </ul>	JS(SG)	Dr. Nalin Kumar Srivastava, Sci-C  Shri Anurag Kumar, Sci-B  Shri Medhavi Singh, DD  Smt. Nisha Mehendirata, PA  Shri Jagbir Singh, MTS	
2.	Dr. Nalin Kumar Srivastava, Sci-C	<ul style="list-style-type: none"> <li>• Setting up of Electropreneur Park for development of ESDM industry by STPI.</li> <li>• Setting up of Electronics Incubator by IIITMK and Start-up village.</li> <li>• Setting up of Fabless Chip Design Incubator at IIT Hyderabad.</li> <li>• Setting up of Medical Electronics Incubator at IIT Patna.</li> <li>• Industry Innovation Programme for Medical Electronics being implemented by BIRAC.</li> <li>• Project for funding and support to Industry and Academic Institutions for doing collaborative research through GITA.</li> <li>• Project on Tactile Graphics for Visual Impaired submitted by Centre of Excellence on Tactile Graphics, IIT Delhi.</li> <li>• STPI IOT Open Lab at Bangalore.</li> <li>• ESDM Incubation Centre at Bhubaneswar, Odisha.</li> <li>• TIDE 2.0 (Next version of TIDE).</li> <li>• Assess and Evaluation of Promoting Innovation based ESDM Start-up through integration of existing facilities and setting up of Incubation</li> </ul>	Dr. A.K. Garg, Sci-F		

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
		Centre. <ul style="list-style-type: none"> <li>MeitY-European Patent Office (EPO) Collaborative Work Plan.</li> <li>Any other assignment from time to time from GC/HoD.</li> </ul>			
3.	Shri Anurag Kumar, Sci-B	<ul style="list-style-type: none"> <li>Technology Incubation and Development of Entrepreneurs (TIDE) Scheme.</li> <li>Multiplier Grants Scheme (MGS).</li> <li>Support for International Patent Protection in Electronics and IT (SIP-EIT-II).</li> <li>IPR Awareness Workshops.</li> <li>IPT Facilitation Programme.</li> <li>R&amp;D Projects in North-East.</li> <li>CoE-IP (Centre of Excellence in Intellectual Property).</li> <li>R&amp;D current and new Projects.</li> <li>TIDE 2.0 (Next version of TIDE).</li> <li>MeitY-European Patent Office (EPO) Collaborative Work Plan.</li> <li>Updation of pages of the division under MeitY Website</li> <li>Any other assignment from time to time from GC/HoD.</li> </ul>	Dr. A.K. Garg, Sci-F		
4.	Shri Medhavi Singh, DD	<ul style="list-style-type: none"> <li>Provide administrative and financial support to IPR Division</li> <li>Administrative matters related to sponsored R&amp;D or other projects.</li> <li>Matters related to Right to Information Act.</li> <li>Internal coordination, Periodic reports and returns, maintenance of files/records, up keeping of equipment if Division.</li> <li>Other assignment form GC/HOD from time to time.</li> </ul>	Dr. A.K. Garg, Sci-F		
		<b>High Performance Computing Division</b> <u>No.4(2)/2013-HPC Dated: 04.07.2018 (Page 40-42/C)</u>			
1.	Shri S.A. Kumar, Sci- 'F'	<ol style="list-style-type: none"> <li>HOD, HPC Division</li> <li>National Super Computing Mission (NSM)</li> <li>Technical Coordination of C-DAC;</li> <li>Promotion of R&amp;D and Innovation in: <ul style="list-style-type: none"> <li>Green computing</li> <li>Digital Preservation</li> </ul> </li> <li>CPIO for R&amp;D in IT Group</li> <li>Any other assignment, assigned by GC from time to time.</li> </ol>	Shri Arvind Kumar GC (R&D in E)	Sh. Naveen Kumar, Sci.- 'C'  Sh. Shiv Ram Das, PPS  Sh. Hetram, MTS	
2.	Sh. Naveen Kumar,	<ol style="list-style-type: none"> <li>Assist HOD-HPC in <ul style="list-style-type: none"> <li>National Super Computing Mission</li> </ul> </li> </ol>	Shri S.A Kumar, Scientist 'F'	NIL	

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
	Scientist 'C'	<ul style="list-style-type: none"> <li>• Technical Coordination of C-DAC</li> <li>2. Monitoring of ongoing sponsored R&amp;D projects in HPC and ICT areas</li> <li>3. E-Samiksha for HPC division</li> <li>4. Nodal officer of R&amp;D in IT Group for <ul style="list-style-type: none"> <li>• MeitY Website</li> <li>• Database of projects</li> </ul> </li> <li>5. Matters related to annual Plan, Annual Report, outcome Budget etc.</li> <li>6. Any other assignment, assigned by HOD from time to time.</li> </ul>			
3.	Smt. K. Bhanu Hariharan, DD	All administrative work related to the Section	Shri Arvind Kumar GC (R&D in E)	Smt. Hema Goswami, ASO	
		<b>ITEA &amp; ITRA Division (R&amp;D in IT Group) No. 2(1)/2013-ITEA Dated: 26.03.2018 (page 122-123/C)- (Old Data</b>			
1.	Sh. Anil Sagar Sc. 'C'	<ol style="list-style-type: none"> <li>1. Promotion of R&amp;D in areas of Free and Opens source Software, Digital India projects including e-Basta Portal, Indo-US projects &amp; Big Data initiative.</li> <li>2. Review of allocated R&amp;D projects through PRSGs and Coordination.</li> <li>3. Member Secretary – “Working Group on R&amp;D IT”</li> <li>4. Evolving new R&amp;D projects and generation of technical reports in emerging technologies.</li> <li>5. Matters related ot Annual Plan, Monthly Quarterly expenditure plan, Budgetary matters, Demand for Grants, Outcome budget, RFD, Public Grievance, R&amp;D projects database, RTI, Audit and Parliament Questions in above areas.</li> <li>6. Promotion of R&amp;D in the areas of Bioinformatics, Perception Engineering &amp; Big Data initiative.</li> <li>7. Review of allocated R&amp;D projects through PRSGs &amp; Coordination</li> <li>8. Evolving new R&amp;D projects and generation of technical reports in emerging Technologies</li> <li>9. Maintenance of database of R&amp;D projects in respect of ITEA Division</li> <li>10. To provide assistance to GC(R&amp;D in IT) in all technical and financial matters relating to ITEA and ITRA, including Annual Plan, Annual Report.</li> </ol>	GC(R&D in IT)		
		<b><u>Electronics Materials &amp; Components Development Division</u></b> No.GG-23/6/2018-EMCD Dated: 13.07.2018 (Page No. 69-73/.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. Sandip Chatterjee, Scientist 'F', Officer-in-charge & OSD to Secretary	<ol style="list-style-type: none"> <li>1. Evolving, Projects, &amp; co-ordination of the activities under Electronics Materials and Components Programme.</li> <li>2. Inputs for EMCD on financial matters etc.</li> <li>3. Over all consolidation of EMCD Division with respect to Formulation Term plan, RFD, outcome Budget, Finance.</li> <li>4. Member Convenor in EMCD/ Photonics Working Group</li> <li>5. Interaction with User agencies, Industry etc.</li> <li>6. Co-ordination of activities of C-MET Society from MeitY on issues related to technical, administration &amp; finance.</li> <li>7. Member, C-MET Executive Committee</li> <li>8. To provide technical inputs to formulate strategies/ policies on issues like electronics waste, ToHs etc. for providing inputs to MoEF &amp; CC, PMO, Parliament, etc.</li> <li>9. Organization and management of Working Groups on Component, Material &amp; e-Waste and Photonics.</li> <li>10. To conceptualize, evolve, monitor &amp; implement R&amp;D projects as Member Convener including PRSG meetings.</li> <li>11. Technical studies in various areas of Electronics Materials &amp; Components and Photonics Division.</li> <li>12. Preparation of articles, status report on emerging technologies &amp; its dissemination to evolve R&amp;D strategy in Indian environment.</li> <li>13. Responsible to conceptualize, evolve, and initiate E-Waste awareness program under Digital India Initiative.</li> <li>14. Organizing working group of e-Waste to facilitate policy initiatives to MoEF &amp; CC and other Government Departments.</li> <li>15. Any other activity assigned by GC (R&amp;D E&amp;ES).</li> </ol>	Shri Arvind Kumar, Group Coordinator, R&D in Electronics and Cyber Security Group	<ol style="list-style-type: none"> <li>1. Dr. Sankha dip Das, Sci-'C'</li> <li>2. Shri Surendra Gotherwal, Sci 'C'</li> <li>3. Smt. Renu Tayal, PS</li> <li>4. Mani Ram, MTS</li> </ol>	
2.	Dr. Sankha dip Das, Scientist 'C'	<ol style="list-style-type: none"> <li>1. To conceptualize, evolve, initialize, monitor &amp; implement R&amp;D projects in the area Electronics Materials, Components, E-Waste and awareness programs</li> <li>2. Produce Technical studies, status report and articles in the area of Power Electronics, Photonics and emerging technologies.</li> <li>3. To provide technical inputs to formulate strategies/policies on various issues related to electronics.</li> <li>4. To represent EMCD Div. In Library committee for purchasing book, journals etc.</li> <li>5. Handling of all IPR related issues of EMCD.</li> <li>6. Response to Audit Paras.</li> <li>7. Release of Grants-in-aid funds for respective projects</li> <li>8. Matters relating to Citizen Charter, E-Samiksha and Parliament</li> </ol>	Director (EMCD)		

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
		Question. 9. Any other activity assigned by GC(R&D E&ES)/HOD(EMCD)			
3.	Shri Surendra Kumar Gotherwal, Scientist 'C'	1. To conceptualize, evolve, initialize, monitor & implement R&D projects in the area of Electronics Materials and Components. 2. Produce Technical studies, status report and articles in the area of Electronics Materials and Components. 3. To provide inputs for Annual Reports, Outcome Budget, Revised Estimate & Budget Estimate (RE&BE), Monthly Expenditure Plan, review of expenditure, RFD, Demand for Grant for EMCD Division. 4. Coordination of release of Grants-in-aid funds for EMCD Division and release of Grants-in-aid funds for respective projects. 5. To maintain Web Content & Data Base System of EMCD Division & RTI 6. Coordinating the activities of C-MET Society. 7. Any other activity assigned by GC(R&D E&ES)/HOD(EMCD)	Dir.(EMCD)	-	
4.	Smt. K Bhanu Hariharan, DD	1. To provide support in the Administrative and Financial matters. 2. Administrative matters 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. 8. Any other activity assigned by GC(R&D E&ES)/HOD(EMCD)	Shri Arvind Kumar, Group Coordinator, R&D in Electronics and Cyber Security Group	Shri R.P. Dangwal, Section Officer	
5.	Shri R.P. Dangwal,* Section Officer	1. To provide administrative and Financial support to EMCD Division. 2 Administrative matters related to sponsored R&D projects. 3. Matters related to Right to Information Act, 2005 4. Audit matters/ Parliamentary matters. 5. Internal Coordination, periodic reports and returns, custody of files/records, up keeping of equipment in Division. 6. Any other activity assigned by GC(R&D E&ES)/HOD(EMCD)	Smt. K Bhanu Hariharan, DD	Smt Rakesh Atri, ASO	
6.	Smt Rakesh Atri, ASO	1. Examination / Processing/ submission various dak/receipts/files cases and Parliamentary matters in the	Shri R.P. Dangwal, Section Officer		

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
		division 2. Follow up and settlement of Utilization Certificates. 3. Processing / submission of online periodical reports such as monthly/ quarterly/ half yearly. 4. VIP References. 5. RTI matters. 6. Any other activity assigned by HOD (EMCD)/ Reporting Officers.			
* Additional work of Cyber Security R&D and Medical Electronics & Health Information Division.					
		<b>Microelectronics Development Division (MDD)</b> No. 15 (1)/2011-MDD Dated: 24.08.2018 (Page No. 121-124/C)			
	Dr. Arvind Kumar, Sci-G & GC	<ul style="list-style-type: none"> <li>Overall Coordination of the Division's activities towards technical, financial and other manageable issues.</li> </ul>		Smt. Sunita Verma, Sci 'F' & Officer-in Charge	
1.	Smt. Sunita Verma, Scientist 'F' & Officer-in Charge	<ul style="list-style-type: none"> <li>Overall Coordination of the Division's activities towards technical, financial and other manageable issues</li> <li>Promotion of R&amp;D in the area of Microelectronics, MEMS, SMDP-C2SD</li> <li>Overall Coordination of special Manpower Development Program for Chips to System Design (SMDP-C2SD)</li> <li>As Member Secretary of PRSG, Review and Steer the on-going R&amp;D projects in Microelectronics &amp; MEMS along with providing administrative support</li> <li>Coordination with other industries/Ministries in the area of work.</li> <li>Parliament Questions, Audit matter, RTI, Citizen Charter, e-Samiksha</li> <li>Any other assignment from HoD/GC(R&amp;DE) from time to time</li> <li>Representing MeitY in various committees</li> <li>Matter related to 10 BIFR/AAIFR/ Arbitration cases</li> </ul>	GC(R&DE)	Shri Tilak Raj Panwar, PS	12 <sup>th</sup> April, 2018 onwards
2.	Shri Nishit Gupta, Scientist 'C'	<ul style="list-style-type: none"> <li>Member Secretary Working Group on Microelectronics</li> <li>As Member Secretary of PRSG, Review and Steer the on-going R&amp;D projects in Microelectronics &amp; MEMS along with providing administrative support to the Department</li> <li>Monitoring project for Navigational Indian Constellation (NavIC).</li> <li>Activities coordinating and monitoring related to Special Manpower Development Program for Chips to system Design (SMDP-C2SD).</li> <li>Bilateral/ International Cooperation Preparation of Annual Plan, Annual Report, Result Framework Document, Outcome Budget etc.</li> </ul>	Smt. Sunita Verma, Scientist 'F' & Officer-in Charge		
3.	Smt. Hemlata Gupta, Sci- 'B'	<ul style="list-style-type: none"> <li>Activities assigned related to Special Manpower Development Programme for Chips to System (SMDP-C2SD).</li> </ul>	Smt. Sunita Verma, Scientist 'F' & Officer-		March, 2018 onwards



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
		<ul style="list-style-type: none"> <li>Bilateral/ International Cooperation Preparation of Annual Plan, Annual Report, Result Framework Document, Outcome Budget etc</li> <li>Deal with BIFR/AAIFR/ Arbitration cases</li> <li>Any other related activity/work assigned from time to time</li> </ul>	in-Charge		
4.	Smt. K. Bhanu Hariharan, DD	<ul style="list-style-type: none"> <li>Administrative matters related to R&amp;D projects</li> <li>Administrative matters related to Special Manpower Development Program for Chips to System design (SMDP-C2SD).</li> <li>Liquidation of Utilization certificates.</li> <li>Matters related to Right to Information Act.</li> <li>Parliament Questions</li> <li>Matters related to Audit.</li> <li>BIFR/AAIFR/Arbitration cases/Court Cases (files to the submitted through Smt. Sunita Verma, Scientist 'F')</li> <li>Maintenance of data reg. B/F, R/E and expenditure incurred during each Financial Year.</li> <li>Periodical Reports</li> <li>Custody of all files &amp; records.</li> <li>Any other related activity/work assigned from time to time.</li> </ul>	GC(R&DE)	<ol style="list-style-type: none"> <li>Shri Ravi Dahiya, JSA</li> <li>Shri Mandeep, MTS</li> </ol>	14 <sup>th</sup> May, 2018 onwards
		<b>Division – Nanotechnology Initiatives Division</b> No. 15(1)/2011-NANO Dated: 26.07.2018 (Page 91-93/C)			
1.	Sh. Arvind Kumar, Sci-G & GC	Overall responsibilities of the Division's activities towards technical, financial and other manageable issues.		Smt. Sunita Verma, Scientist 'F' & Officer-in-Charge.	
2.	Smt. Sunita Verma, Scientist 'F' & Officer-in-Charge	<ul style="list-style-type: none"> <li>Overall coordination of the Division's activities towards technical, financial and other manageable issues.</li> <li>Promotion of R&amp;D in the area of Nanotechnology.</li> <li>Matters related to Annual Plan, Annual Report, Outcome Budget, RFD, &amp; RTI and Parliamentary Matters, Citizen Charter, e-Samiksha.</li> <li>Coordination with other Industries/Ministries in the area of work.</li> <li>Representing MeitY in various committees.</li> <li>Any other assignment by GC (AK)/ from time to time.</li> </ul>	GC (R&DE)	<ol style="list-style-type: none"> <li>Sh. P. Ghatak, Sci 'E' *</li> <li>Dr. Sangeeta Semwal, Sci-C</li> <li>Smt. Renu Gulati, PS**</li> <li>Shri Pradeep Sharma***</li> <li>Shri Tilak Raj</li> </ol>	<p>*Till march 2018.</p> <p>**Till 19<sup>th</sup> January, 2018.</p> <p>***Till 19<sup>th</sup> January, 2018 to 11<sup>th</sup> April, 2018.</p> <p>12<sup>th</sup> April,</p>

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
				Panwar, PS	2018 onwards
3	Shri. P. Ghatak, Scientist 'E'*	<ul style="list-style-type: none"> <li>Promotion of R&amp;D in area of Nanotechnology.</li> <li>Review of the allocated R&amp;D projects through PRSG &amp; Coordination.</li> <li>Member Secretary – Working Group on Nanotechnology.</li> <li>Matters related to Annual Plan, Annual Report, Outcome Budget, Parliament questions, RFD, &amp; RTI.</li> <li>Any other assignments by GC (AK) and officer-in-charge.</li> </ul>	GC(R&DE)	Smt. Nirupama Kumar, PA Shri Manoj Kumar, MTS	*Till March, 2018.
4.	Dr. Sangeeta Semwal, Sci.-C*	<ul style="list-style-type: none"> <li>Review of the allocated R&amp;D projects through PRSG &amp; coordination.</li> <li>Assistance in matters related to Working Groups on Nanotechnology.</li> <li>Generation of Technical Reports in area of Nanotechnology.</li> <li>As Member Secretary of PRSG, Review and Steer the on-going R&amp;D projects in Nanotechnology.</li> <li>Creation &amp; maintenance of Database of Nanotechnology R&amp;D projects.</li> <li>Updation of Nanotechnology information on MeitY website.</li> <li>Work related to Annual plan, Annual Report, Outcome Budget, Parliament Questions, PFD RTI, e-Samiksha.</li> <li>Any other assignment by Director (SV)/GC (AK).</li> </ul>	Smt. Sunita Verma, Scientist 'F' & Officer-in -Charge		*Will also be associated with ME&HI
5.	Shri K Bhanu Hariharan, DD	<ul style="list-style-type: none"> <li>To provide administrative and financial support.</li> <li>Administrative Matters related to R&amp;D projects.</li> <li>Liquidation of Utilization Certificates.</li> <li>Matters related to Right to Information Act.</li> <li>Parliament Questions.</li> <li>Matters related to Audit.</li> <li>Periodical Reports.</li> <li>Custody of all files &amp; records.</li> <li>Any other activity/work assigned by GC(AK) from time to time</li> </ul>	GC (R&DE)	1. Shri Sandeep, JSA 2. Smt. Meena Devi, MTS	
		<b>Human Centre Computing Division [HCC(TDIL)]</b> <u>No.4 (7)/2003- HCC (TDIL) Dated: 12.07.2018 (Page 60-62/C)</u>			
1.	Smt. Swaran Lata, Scientist 'G'	Head of Division. Steering TDIL Programme & providing thought leadership, Identification of new Initiatives, National Representation in standards Organizations, Member Working Group and PRSGs, Parliament Matters, VIP References & overall coordination.	GC(LCG)	1. Smt. Kamini Manchanda, P.S. 2. Shri Vijay Kumar, Sci 'F'	
2.	Shri Vijay Kumar,	Hindi to English Machine Translation system for Judicial domain, R&D in Optical Character Recognition (OCR) & on-line Hand Writing	HOD –HCC (TDIL)	1. Shri Sanjay Kumar Kashyap,	

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
	Scientist 'F'	Recognition (OHWR) Technologies, Software Tools and Font Development, Localization, Empanelment of Venders for Translation Support Services, R&D Deployment of Machine Translation (MT), Hindi-English MAT Systems, Linguistic Resource Policy, Indian Language Corpora Initiative, Software tools and fonts development, Localization, empanelment of venders for Translation support services, Cross Lingual Information Access (CLIA) Retrieval. In charge TDIL Data Centre & TDIL Website, Member-Secretary, TDIL Working Group, RTI, Public Grievances, e-Samiksha, Project Data Base. Member-Secretary, TDIL working Group, RTI, Public Grievances, E-Samiksha, Budget Planning, Annual Action Plan, Outcome Budget, Audit Matters.		Stenographer 2. Bharat Gupta, Sci. 'C' 3. Smt. Meena Kumari S., S.O.	
3.	Shri Bharat Gupta, Sci- 'C'	Hindi Resources Centre, Development of Linguistic Resources (LR), Development of MT on Cloud, Archival of Source Code, Storage & LR Standards, In-Charge Testing and Evaluation of Language Technologies, Localization Project Management Framework (LPMF), E-Bhasha MMP, Digital Archival, Script Grammar & Localization Standards, Design & Development of Validation Tools, R&D in Speech Technologies, Mobile based access in Indian languages, Centre of Excellence in Speech Technologies, Web, Standardization Association (GALA), European Language Resources Association (ELRA), Localization eco-system, e-Gov. related localization matters. Addressing localization related matters in e-Gov and Banking Domain. Annual Report. Audit Matters, Annual Report.	Shri Vijay Kumar, Scientist 'F'		
		<p><b>General:</b></p> <ul style="list-style-type: none"> <li>Following staff members are also posted in the Division for assisting the officers in discharging the duties and responsibilities.               <ol style="list-style-type: none"> <li>Smt. Smt. Meena Kumari S., S.O.</li> <li>Shri Ajay Kumar, JSA</li> </ol> </li> </ul>			
		<p><b>Division – R&amp;D in Medical Electronics &amp; Health Informatics (ME&amp;HI) Division</b></p> <p><u>No.KK-17/6/2018-R&amp;DE-MeitY 13.07.2018 (Page No. 74-76s/C)</u></p>			
1.	Smt. Sunita Verma, Sci- 'F'	<ol style="list-style-type: none"> <li>R&amp;D in Medical Electronics &amp; Health Informatics (ME&amp;HI) Division</li> <li>Medical and Imaging equipment, including MRI, Linac etc.</li> <li>Working Group on R&amp;D in ME&amp;HI.</li> <li>Infrastructure for training, Maintenance of medical electronics equipment.</li> <li>Matters relating to Annual Plan/Annual Action Plan, RFD, etc.</li> <li>Parliamentary matters</li> <li>Any other activity assigned by GC(R&amp;DE &amp;CS)/HOD.</li> </ol>	Shri Arvind Kumar, Group Coordinator, R&D in Electronics and Cyber Security Group	<ol style="list-style-type: none"> <li>Shri Rashid Shaban, Sci-C</li> <li>Shri V.K. Kaushik, Draftsman-H</li> <li>Shri Tilak Raj,</li> </ol>	

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
				PPS	
2.	Shri Rashid Shaban, Sci.-C	<ul style="list-style-type: none"> <li>a) Establishing Centre of Excellence in medical electronics R&amp;D</li> <li>b) Electronic Health Records &amp; Online courseware in health informatics.</li> <li>c) Decision support system.</li> <li>d) Updating of website content</li> <li>e) Any other activity assigned by GC(R&amp;DE &amp;CS)/HOD.</li> </ul>	Smt. Sunita Verma, Scientist 'F'	Shri V.K. Kaushik, Draftsman 'H'	
3	Shri V K Kaushik, Draftsman 'H'	<ul style="list-style-type: none"> <li>a) To Assist Sci.-F (SV) and Sci.-C(RS) on Parliamentary Matters, Annual Plan/Annual action Plan, RFD, e-Samiksha, Database of projects etc.</li> <li>b) RTI for matters relating to ME&amp; HI Division.</li> <li>c) E- Citizen Charter</li> <li>d) Any other activity assigned by GC(R&amp;DE &amp;CS)/HOD.</li> </ul>	<p>Smt. Sunita Verma, Scientist 'F'</p> <p>Shri Rashid Shaban, Sci.-C</p>		
4	Smt. K. Bhanu Hariharan, Deputy Director	<ul style="list-style-type: none"> <li>a) To Provide support on administrative and financial matters in respect of ME&amp;HI Division</li> <li>b) Administrative matters related to sponsored R&amp;D projects</li> <li>c) Matters related to Right to Information Act/Parliamentary matters/Audit matters.</li> <li>d) Internal coordination, periodic reports and returns.</li> <li>e) Any other work assigned by GC(R&amp;DE &amp;CS)/HOD.</li> </ul>	Shri Arvind Kumar, Group Coordinator, R&D in Electronics and Cyber Security Group	Shri R.P. Dangwal, SO	
5	Shri Rakesh Prasad Dangwal, Section Officer*	<ul style="list-style-type: none"> <li>a) To Provide support on administrative and financial matters in respect of ME&amp;HI Division</li> <li>b) Administrative matters related to sponsored R&amp;D projects</li> <li>c) Matters related to Right to Information Act.</li> <li>d) Settlement of Utilization Certificates.</li> <li>e) Internal coordination, periodic reports and returns etc.</li> <li>f) Any other work assigned by GC(R&amp;DE &amp;CS)/HOD Reporting Officer.</li> </ul>	Smt. K. Bhanu Hariharan, Deputy Director	<ul style="list-style-type: none"> <li>(i) Shri Ram Das, ASO</li> <li>(ii) Shri Ashok Babu, JSA</li> <li>(iii) Smt. Suman Devi, MTS.</li> </ul>	
6.	Shri Ram Das, ASO	<ul style="list-style-type: none"> <li>a) Examination / Processing/ submission of various dak/receipts/files cases and Parliamentary matters in the division.</li> <li>b) Follow up and settlement of Utilization Certificates.</li> <li>c) Processing / submission of periodical reports.</li> <li>d) VIP References.</li> <li>e) RTI matters.</li> <li>f) Any other matter assigned by Reporter Officer.</li> </ul>	Shri Rakesh Prasad Dangwal, Section Officer*		
7.	Shri Ashok Babu, JSA	<ul style="list-style-type: none"> <li>a) Receipt and dispatch of dak/letters documents and opening of files in OPA.</li> </ul>	Shri Rakesh Prasad Dangwal, Section		

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
		b) Submission of online periodical reports such as monthly / quarterly / half yearly reports. c) Providing supports for arranging meetings. d) Custodian of files in the section. e) Any other matter assigned by Reporting Officers.	Officer*		
8	Smt. Suman Devi, MTS	a) Distribution of dak/files/letters/fax, operating & maintaining photocopy machine in the section.	Shri Rakesh Prasad Dangwal, SO*		
* Also Looking after additional work of CSRD and EMCD Division					
		<b>Cyber Security R&amp;D Unit</b> <u>No.AAA-13/9/2018-CSRD-MeitY Dt: 27.07.2018 (Pg. 94-97/C)</u>			
1.	Dr. Anil Kumar Kaushik, Scientist 'F'	1. Formulation and evaluation of R&D proposals in Cyber Security area- & Member Secretary Working Group 2. Monitoring of selected sponsored projects & Member Convenor Project Review & Steering Group (PRSG) 3. Budget matters of the Cyber Security R&D Division 4. Parliament matters of Cyber Security R&D Division 5. CPIO of the R&D in Electronics/Convergence and Cyber Security Group 6. Any other matter assigned by GC	Shri Arvind Kumar, Group Coordinator, R&D in Electronics and Cyber Security Group	Dr. Somnath Chandra, Sci- 'E'  Shri Tarun Pandey, Sci- 'C'	
2	Dr. Somnath Chandra, Scientist 'E'	1. R&D projects formulation. 2. Monitoring of select sponsored projects & Member Convener PRSG. 3. Providing inputs on the references from other Divisions 4. Parliament matters of Cyber Security R&D Division 5. Any other matter assigned by GC/HOD or respective reporting officers.	Dr. Anil Kumar Kaushik, Scientist 'F'	Shri Deep Chand Verma, Personal Assistant	
3	Shri Tarun Pandey, Sci-'C'	1. R&D projects formulation 2. Monitoring of select sponsored projects & Member Convener PRSG. 3. Providing inputs on the references from other Divisions 4. Database of R&D projects 5. Nodal officer of Cyber Security R&D Division for MeitY websites. 6. Providing inputs for e-Samiksha. 7. Any other matter assigned by GC/HOD or respective reporting officers	Dr. Anil Kumar Kaushik, Scientist 'F'		
4.	Smt. K Bhanu Hariharan, DD	1. To provide support on administrative and financial matters in respect of Cyber Security R&D Division. 2. Administrative matters related sponsored R&D projects 3. Matters related to Right to Information Act / Parliamentary matters / Audit matters. 4. Internal coordination, periodic reports and returns, liquidation of	Shri Arvind Kumar, GC, R&D in Electronics and Cyber Security Group	Shri Rakesh Prasad Dangwal, section Officer	

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
		UCs. 5. Any other matter assigned by GC(R&DE)/HOD(CSRD)			
5	Shri Rakesh Prasad Dangwal, section Officer \$	1. Examination/ Processing/submission of various dak/receipts/Files/cases in the Cyber Security R&D Division 2. Administrative matters related to sponsored R&D projects 3. Audit matters/Parliamentary matters. 4. To assist in preparation of Annual plan,, Annual Report and Performance Budget in the Division 5. Internal coordination, periodic reports and returns, custody of files/records, up keeping of equipment in Division 6. Any other matter assigned by GC or respective reporting officer	Dr. Anil Kumar Kaushik, Scientist 'F'  Smt. K. Bhanu Hariharan, DD	Shri Bharat Bhushan, JSA	
6.	Smt. Shikha Ganguly, Principal Private Secretary	1. Typing, taking dictation, keep record of files/documents, attending telephone calls and visitors	Shri Arvind Kumar, Group Coordinator, R&D in Electronics and Cyber Security Group		
7.	Shri Deep Chand Verma, PA	1. Typing, taking dictation, keep record of files/documents, attending telephone calls and visitors	Dr. Somnath Chandra, Scientist 'E'		
8.	Shri Bharat Bhushan, JSA	1. Receipt and dispatch of dak/letters/ documents and opening of files in OPA, providing support for arranging meetings, follow up and settlement of UCs. 2. Custodian of files in the section. 3. Processing/submission of periodical reports. 4. Any other matter assigned by GC/HOD or respective reporting officer.	Shri Rakesh Prasad Dangwal, SO		
9.	Smt. Kamla Devi, MTS	1. Distribution of all dak/files/letters/fax pertaining to Cyber Security R&D Division	Shri Rakesh Prasad Dangwal, SO		

\$ Also looking after additional work of ME&HI and EMCD Divisions.

## VI. R&D in CC&BT Group

<b>R&amp;D in Convergence, Communication &amp; Broadband Technology Group</b> No. 4(1)/2011-CC&BT Dated: 27.07.2018(Page 98-100/C)					
1.	Ms. S. Bhavani, Private Secretary	Taking dictation and transcribed in notes, letters & reports etc. Diary Dispatch, File Movement, Fixing appointments, meeting directed by the Reporting Officer, and other secretarial assistance.	GC(AKB)	Nil	
<b>Convergence, Communications &amp; Broadband Technology Group &amp; Alternate Tech for Connectivity Like White Space</b>					

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
2.	Sh. R.Pitchiah, Scientist 'G'	1. Matters related to Convergence Communication and Broadband Technology & Alternate Technology for Connectivity like White Space. 2. Matters related to DOS/ISRO and other department. 3. Matters related to RFD, Technology Plan, Policies, Working Group etc.	GC(AKB)	PS (AB)	
3.	Mrs. Sangita Arora, Sci- 'F'	1. Project related to CC&BT. 2. Member Convener of Working Group for R&D in CC&BT. 3. Matters related to Web-page Updation, RTI Public Grievances. 4. Matters related to SAMEER.	SD(RP)	PA(SS)	
4.	Mr. M.S. Rao, Scientist 'F'	1. Projects related to CC&BT. 2. Matters relating to Parliament Questions.	SD(RP)	PA(MM)	
5.	Ms. Rekha Grover, Sci. 'E'	1. Projects related to CC&BT. 2. Preparation of data pertaining to CC&BT for IFD, EP Division, Annual Plan / Report, Budget PRSG etc and to assist other assignments of the Group.	SD(RP)	PA(SW)	
6.	Sh. Prakash Kumar Sci- 'C'	1. Project related CC&BT. 2. Matters related to Web-page updation, RTI, Public Grievances. 3. To assist Dir(SA) in the above work.	SD(RP)		
7.	Mrs. Geeta Chopra, Tradesman -H	1. Preparation of data pertaining to CC&BT for IFD, EP Division, Annual Plan / Report, Budget PRSG etc and to assist other assignments of the Group.	Dir(SA)		
8.	Miss Anita Bhandari, PPS	1. Taking dictation and transcribed in notes, letters & reports etc. Diary. Dispatch, File Movement, Fixing appointment meetings directed by the Reporting Officer and other secretarial assistance.	SD(RP)		
9.	Sanjana Saini, PA	1. Taking dictation and transcribed in notes, letters & reports etc. Diary. Dispatch, File Movement, Fixing appointment meetings directed by the Reporting Officer and other secretarial assistance.	Dir(SA)		
10.	Mrs. Seema Wadhwa, PA	2. Taking dictation and transcribed in notes, letters & reports etc. Diary. Dispatch, File Movement, Fixing appointment meetings directed by the Reporting Officer and other secretarial assistance.	Sci 'E' (RG)		
11.	Mrs. Mamta Manocha, PA	3. Taking dictation and transcribed in notes, letters & reports etc. Diary. Dispatch, File Movement, Fixing appointment meetings directed by the Reporting Officer and other secretarial assistance.	Sci 'F' (MSR)		
12.	Mrs. K. Bhanu Hariharan, DD	Matters concerning the Section of CC&BT Group	Dir(SA)		
13.	Mr. Ashok Bhatt, ASO	1. Matters concerning the Section of CC&BT Group	Dir(SA)		
14.	Rajesh Massy, MTS	Distribution of Dak Diary, Dispatch Xeroxing Work and other duties assigned from time to time.	Sr. Dir(RP), Dir(SA), Sci 'E' (RG), Sci 'B'		

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
			(PK) & Mrs. Geeta Chopra, Tradesman 'H' CC&BT Section		
15.	Mr. Shokeen Kr., MTS	Distribution of Dak Diary, Dispatch Xeroxing Work and other duties assigned from time to time.	Dir(MSR)		
<b>VII.</b>	<b><u>CYBER LAWS</u></b>	<b><u>&amp; E-SECURITY GROUP</u></b>			
		<b>Cyber Laws and E-Security (CL&amp;ES) Division</b> No.18 (2)/2017- CLES Dated: 14.09.2018 (Page 125-129/C)			
1.	Shri Rakesh Maheshwari, Sci. 'G' and GC	1. Group Activities	Additional Secretary	Group Officers	Nil
2.	Shri Prafulla Kumar Scientist 'G'  HoD (Cyber Law)	1. Matters related to Administration of the Information Technology Act 2000 including its interpretation, amendments and framing of rules; 2. Blocking of the URLs under section 69A of the IT Act & Court orders; 3. All incidents / Blocking requests other than Qualified Court order; 4. Scheme for implementation under section 79A of the IT Act 2000 to notify Examiner of Electronic Evidence; 5. Co-ordination of Parliament Questions, Assurances; 6. Co-ordination of all Court matters (Supreme Court, All High Courts and Lower Courts); 7. Co-ordination of VIP References; 8. Maintaining appropriate database of quantitative work done (e.g. blocking, PQs, Online Grievances etc) and 9. Any other work assigned by GC, CL&ES.	GC	Shri V.K. Trivedi, Sci 'F' Dr. Gaurav Gupta, Sci.'D' Shri K. Shashi Kumar, Sci.'D' Dr. S. Sathyanarayanan, Sci.'C' Dr. Dhawal Gupta, Scientist 'D' Shri G.R. Meena, Deputy Director Shri Mahesh Kumar Jain, SO	
3.	Dr. A.S. Kamble Scientist 'G' HoD (Cyber Security)  [Officer retired w.e.f. 31.08.18 and the work is equally distributed amongst existing officers]	1. National Cyber Security Policy; 2. Bilateral/Multi-lateral Cyber Security Issues; 3. All MoUs; 4. Cyber Dialogues; 5. Aspects relating to the Information Security Task Force; 6. Cyber Crisis Management Plan (CCMP) - implementation among all stakeholders; 7. Coordination/ Interaction with NSCS, MEA, MHA, IB, NSCS, NTRO, NCIIPC, NIB; 8. Appellate Authority for RTI and 9. Any other work assigned by GC, CL&ES	GC	Shri Vinod Kumar Chouhan, Sci.'C'  Dr. Dhawal Gupta, Scientist 'D'	
4.	Shri Dipak Singh	1. National Cyber Coordination Centre; 2. Cyber Surakshit Bharat ;	GC	Shri Vinod Kumar Chouhan, Sci.'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
	Scientist 'G'	3. Grand Challenge on Cyber Security; 4. Public Procurement (Preference to Make in India), Order for Cyber Security Products 5. Encryption Policy; 6. Coordination/ Interaction CERT-In, NIC and STQC etc for various matters and 7. Any other work assigned by GC, CL&ES		Shri Sushil Kumar Nehra Sci.'D'  Dr. Gaurav Gupta, Sci 'D'	
5.	Shri V.K. Trivedi, Scientist "F"	1. Coordinate in all Court Matters; 2. Scheme for Electronic Evidence under Section 79A; 3. Work relating to Section 69A of IT Act and 4. Any other work assigned by GC, CL&ES.	SD(PK)	Dr. Gaurav Gupta, Sci 'D' All other officers from need basis for specific Court cases	
6.	Shri Sushil Kumar Nehra Scientist 'D'	1. Cyber Security/Crime issues in social media; 2. Coordination with MWCD, MHFW etc for various matters Cyber Security related work as assigned by the reporting Officer; 3. Other Court matters as assigned; 4. Google and Apps Security; 5. Block chain security; 6. Court matters relating to non 69A blocking like Copy right Act, IPR and Prajwala case and 7. Any other work assigned by GC or respective reporting officer.	SD(DS) for all matters	-	
7.	Dr. Gaurav Gupta, Scientist 'D'	1. Co-ordination of Parliament Questions, Assurances; 2. Assessment of Cyber Forensic Labs under Section 79A scheme; 3. Public Grievances; 4. Other Court matters as assigned; 5. Work for blocking under Section 69A of IT Act, 2000 up to issue of direction by GC; 6. Cyber Forensics and 7. Any other work assigned by GC or respective RO	SD(PK)	Dr. S. Sathyanarayanan, Scientist "C"	
8.	Shri K Shashi Kumar, Scientist 'D'	1. Matters related to Administration of Information Technology Act 2000 including its interpretation, amendments and framing of rules. 2. Data Protection Framework 3. Nodal Officer for eSamikSha 4. Nodal Officer for e-security for MeitY website. 5. Interface to Coordination and Economic Planning Group for various matters (excluding draft bills/memo/note) 6. Digital payment security and 7. Any other work assigned by GC or respective reporting officer.	SD(PK)	-	
9.	Shri G.R. Meena, Deputy	1. Matters relating to e-office; 2. Issue of Administrative Approvals/Financial Sanctions;	SD (PK)	-	

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
	Director	3. Signing of Administrative Approvals, Sanctions, Contracts, Agreements and formation of Committees and 4. Any other work assigned by GC or respective reporting officer.			
10.	Dr. Dhawal Gupta, Scientist 'D'	1. Court matters as assigned; 2. Matters related to Conferences; 3. Matters related to Global Forum on Cyber Expertise (GFCE) ; 4. Matters related to NavIC project; 5. Providing Inputs/comments on Private Member Bill related to Cyber Security; 6. Reports to Cab. Sec/ PMO on action points; 7. Providing comments on draft Bills/ Notes/ Memos of other Ministries and 8. Any other matter assigned by GC or respective reporting officer.	GC SD (PK)	-	
11.	Shri Vinod Kumar Chouhan, Scientist 'C'	1. National Cyber Security Policy 2. Bilateral/Multi-lateral Cyber Security Issues 3. MoUs 4. Cyber Dialogues 5. Cyber Surakshit Bharat Program 6. Public Procurement (Preference to Make in India), Order for Cyber Security Products 7. Grand Challenge for Cyber Security 8. Matters relating to Implementation of National Cyber Coordination Centre (NCCC) and R&D Projects of NCCC. 9. Central Public Information Officer (CPIO) for CL&ES Group. 10. Logo support and 'NOC' for Conferences/Summit/ Workshops etc 11. Implementation of decisions of the Cabinet Committee on Security (CCS) regarding 'Framework of Enhancing Cyber Security of Indian Cyberspace' 12. National Information Board (NIB) 13. Legal Framework for Cyber Security Standards 14. Encryption Policy 15. Any other matter assigned by GC or respective reporting officer.	SD (ASK)/ SD (DS)	-	
12.	Dr. S. Sathyanarayanan Scientist 'C'	1. Compliance of blocking of the URLs under 69A of the IT Act ; 2. Matters related to Administration of the Information Technology Act 2000 including its amendments and framing of rules; 3. Data Protection Framework; 4. Court matters as assigned; 5. IoT Security; 6. All matters related to Facebook/Instagram/Twitter and 7. Any other matter assigned by GC or respective reporting officer.	SD(PK)	-	

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
13.	Shri M.K. Jain, Section Officer	<ol style="list-style-type: none"> <li>1. Examination/Processing/Submission of various dak/ receipts / Files/ cases in the Division;</li> <li>2. Monthly, Quarterly returns, Annual plan, Performance Budget;</li> <li>3. Procurement of goods and services and all financial matters;</li> <li>4. Provide suitable support in Legal matters handled in the group and</li> <li>5. Any other matter assigned by GC or respective reporting officer.</li> </ol>	SD(PK)	ASO (RN)/ Consultant (SR)/ Office Assistant (Tanvi)	
14.	Shri R. N. Verma, Assistant Section Officer	<ol style="list-style-type: none"> <li>1. Examination/Processing/Submission of various dak/ receipts / Files/ cases in the Division;</li> <li>2. Custodian of all CL&amp;ES division files;</li> <li>3. Monthly/ Quarterly returns, Annual plan, Performance Budget;</li> <li>4. Diary-Dispatch Work and</li> <li>5. Any other matter assigned by GC or respective reporting officers.</li> </ol>	SO(MKJ)		
		<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All officers will answer the selected Parliament questions, PQ Assurance and any other parliament related matters for their areas of operation or as decided by GC.</li> <li>2. All Officers to undertake the court matters for their areas of operation or as decided by GC.</li> <li>3. All Officers to undertake evaluation of Cabinet Notes/Drafts Cabinet Notes as assigned to them.</li> <li>4. All Officers to undertake the VIP References for their areas of operation or as decided by GC.</li> <li>5. All Officers to undertake the offline public grievances for their areas of operation and/or assigned to them by PG nodal officer.</li> <li>6. All scientists have to identify one technical/core issues and shall contribute for cyber security solutions/ concepts note.</li> <li>7. Section staffs shall support all the activities of the group indicated by officers.</li> <li>8. All files have to be initiated strictly through section only.</li> <li>9. Officers who do not have OA/ MTS shall utilise service of OA/MTS available with their reporting officers.</li> <li>10. The responsibilities will be periodically reviewed.</li> </ol>			

## VIII. INTERNATIONAL COOPERATION & INDUSTRIAL PROMOTION GROUP

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
		<b>International Cooperation (Bilateral &amp; Multilateral) Division</b> <u>No.11(2)/2016-ICD Dated: 05.07.2018 (Page 37-39/C)</u>			
1.	Dr. A.K. Garg, Scientist 'F'	i) In charge of International Cooperation Division's activities. Development and executing Strategic roadmap for enhanced trade, R&D promotion in ICTE sector. ii) Promoting bilateral cooperation with other countries in ICT. Coordination with O/O ME&IT/ MoS(E&IT) and Secretary, MeitY. iii) Lead conceptualization and implementation of ICTE projects, promotion of R&D and innovation cooperation, creating conducive environment for furthering exports in IT – ITES and attract investment in ESDM. iv) Attending inter-ministerial meetings and interacting with Diplomatic Missions, DoT, MEA, DoC, DIPP, DST etc. on ICT matters.	JS(RK)	Scientist-D,C, DD/ ASO/ PA/Staffs	
2.	Shri Arunabha Ghosh, Scientist "D"	Cooperation with Middle East, South East, European and North & South American countries, India's neighboring countries, cooperation with European Union and ASEAN countries, Any other work assigned by Senior Officers. <b>Link Officer:</b> <ul style="list-style-type: none"> <li>Dr. Sanjeev Kr. Gupta, will look after the work of Sh. Arunabha Ghosh, Scientist-D in his absence.</li> </ul>	Dr.(AKG), Scientist-F	Sh. Abhishek Aggrawal, Scientist-C will assist Sh. Arunabha Ghosh, Scientist-D.	
3.	Sh Rajesh Kumar, Scientist-D	i) e-Commerce ii) Multilateral Cooperation with International Organization (UN, WTO, WSIS, FTA, CEPA, CECA, RCEP & DTAA, ADB etc). ASEAN. iii) Annual subscription to UNESCAP and BRICS. Any other work assigned by Senior Officers. iv) Public Grievances and RTI matters. <b>Link Officer:</b> <ul style="list-style-type: none"> <li>Dr. Sanjeev Kumar Gupta will look after the work of Sh. Rajesh Kumar Scientist-D in this absence.</li> </ul>	Dr.( A.K. G ) Scientist-F	Sh. Vimal Kumar Singh, Scientist-C will assist Sh. Rajesh Kumar, Scientist-D.	
4.	Dr. Sanjeev Kumar Gupta ,	Matters relate to software Product Policy and Cooperation with, CIS and African countries including Australia, Fiji & New Zealand. Cooperation	Dr.( A.K. G) Scientist-F	Sh. Abhishek Aggarwal, Scientist-C	

Sl. No.	Name and Designation of the Officer	<u>Allocation of Responsibilities / Assignments</u>	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
	Scientist –C	with Russian and Far East countries. Examining projects proposals of C-DAC. Any other work assigned by Dir(ICD/JS(ICD)) <b><u>Link Officer:</u></b> • Sh. Rajesh Kumar, Scientist-D will look after the work of Dr. Sanjeev Kumar Gupta, Scientist-C in his absence.		will assist  Sh. Scientist –C (SKG) in his S/W Product Policy work.	
5.	Sh. Sandeep Kumar Ambasta, DD	To look after all Administrative, Financial, Co-ordination and Logistic matters of ICD. Coordination for international engagements of MeitY and MOU signing ceremony meeting. Making logistic arrangements for holding international meetings. Preparation of folders for Minister/ Secretary and other senior officers in connection with their visit to foreign countries and also for visiting foreign delegates to MeitY. Coordinating with Technical officers in the ICD on bilateral cooperation with other countries. Maintain Record of MeitY's foreign engagements on matters relating to ICD. Preparation of Cabinet notes on MoUs.	Director ( A.K. G), Scientist-F	DD(SKA) will be assisted by Sh. V.S. Yadav, Asstt. Section Officer	
6.	Sh. Abhishek Aggrawal, Scientist-C	i) Cooperation with Middle East South East, Europe and North & South American Countries India's Neighboring countries, Co-operation with European Union and ASEAN countries, a. Matter related to Software Product Policy. Any other work as assigned by Dir(ICD)/JS(ICD)	Scientist-D (AG) Scientist-C (SKG) on S/W Product Policy matter		
7	Sh Vimal Kumar Singh, Scientist-C	i) E-Commerce. ii) Multilateral Cooperation with International Organizations like UN, WTO, WSIS, FTA, CEPA, CECA, RCEP & DTAA, ADB etc). iii) Annual subscription to UNESCAP and BRICS. Any other work assigned by Senior Officers. iv) Any other work as assigned by Dir(ICD)/JS(ICD). v) Public Grievances and RTI matters.	Shri Rajesh Kumar, Sci-D		
8	Sh. Virender Singh, ASO	To handle all administrative and also look after the matter relating to ICD, submission of O&M, Annual, Half Yearly, Quarterly and Monthly, updation of e-Samiksha portal. Grievances, RTI matter, coordination for International Engagements of MeitY and MoU signing ceremony meeting. Making logistic arrangements for holding international meeting. To help in Preparation of folders for Minister/Secretary and other senior Officers in connection with their visit to foreign countries and also for visiting foreign delegates to MeitY. Coordinating with Technical Officers in the ICD on bilateral cooperation with other countries. Maintain Record of MeitY's foreign engagements Any other work assigned by Senior Officers.	Shri Sandeep Kumar Ambasta, DD		
<b>Industrial Promotion – Electronics &amp; H/w Manufacturing Unit[IPH&amp;W]</b>					

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
<b>(Page 111-113/C)</b>					
1.	Smt Geeta Kathpalia, Scientist-G	<ul style="list-style-type: none"> <li>• Electronics Development Fund (EDF).</li> <li>• Promotion of LED manufacturing.</li> <li>• Promotion of Medical Electronics.</li> <li>• Promotion of Automotive Electronics.</li> <li>• Related work and Misc. work as assigned time to time.</li> </ul>	JS(SKR)	<ul style="list-style-type: none"> <li>• Shri Prashant Kumar, Sci-D</li> <li>• Smt. Uma Singh-PS</li> <li>• Smt. Renu Gulati-PS to Sci-D (PK)</li> </ul>	
2.	Smt. Asha Nangia, Sci. 'F'	<ul style="list-style-type: none"> <li>• Mandating and Regulating safety standards in Electronic Products (CRO).</li> <li>• Promotion of Exports.</li> <li>• E-Waste Management.</li> <li>• MSME in ESDM.</li> <li>• National Awards in ESDM.</li> <li>• Scheme incentivizing DTA units.</li> <li>• DGFT Matters-Advanced Licensing / input Output Norms.</li> <li>• CCDC/ negative list.</li> <li>• Annual Report Data/Data/Statistics.</li> <li>• RTI Matters.</li> <li>• Related work and Misc. work as assigned time to time.</li> </ul>	JS(SKR)	<ul style="list-style-type: none"> <li>• Dr. Bharat Kumar Yadav, scientist –D</li> <li>• Shri Saurabh Rajan, Scientist –C</li> <li>• Smt. Anju Sharma, Private Secretary</li> <li>• Smt. Kavita Sachdeva, PA to Sci-D(BKY)</li> <li>• Smt. Renu Mathur, JSA CRO-PMU</li> </ul>	
3.	Shri Sudhir Kumar Marwaha, Scientist-F	<ul style="list-style-type: none"> <li>• Tariff/Tax Structure/Fiscal Policies.</li> <li>• India CAS.</li> <li>• Megaproject Policies.</li> <li>• STB.</li> <li>• Preferential Market Access.</li> <li>• Semiconductor Fab</li> <li>• Mobile Handset manufacturing</li> <li>• National Policy on Electronics</li> <li>• Phased Manufacturing programme</li> <li>• Related work and Misc. work as assigned time to time.</li> </ul>	JS(SKR)	<ul style="list-style-type: none"> <li>• Shri P. Ghatak Sci-E</li> <li>• Shri Santosh Kumar Soni, Scientist –D</li> <li>• Shri Bharat Bhushan Arora, Scientist-C (on study leave for one year)</li> <li>• Shri Raveendra Kumar Meena, Scientist –C</li> <li>• Shri Mukul Kumar Yadav, Sci-C</li> <li>• Smt. Kavita Godhwani, PS</li> <li>• Smt. Manju Sapra, PS to Sci-D(SKS)</li> </ul>	
4	Smt. Vandana Srivastava,	<ul style="list-style-type: none"> <li>• Modified Special Incentive Package Scheme (M-SIPS).</li> <li>• Special Incentive Package Scheme (SIPS).</li> </ul>	JS(SKR)	<ul style="list-style-type: none"> <li>• Sh.B.R. Jorodia Sci.-D</li> </ul>	

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b><u>Allocation of Responsibilities / Assignments</u></b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Scientist-F	<ul style="list-style-type: none"> <li>• Related work and Misc. work as assigned time to time.</li> </ul>		<ul style="list-style-type: none"> <li>• Shri Abhinav Sharama, Sci-C</li> <li>• Shri Anil Kumar Yadava, Sci-B</li> <li>• Shri S.K. Bali, PA</li> <li>• M-SIPS PMU</li> </ul>	
5	Shri Sanjay Koul, Pr. Technical Officer	<ul style="list-style-type: none"> <li>• Electronics Manufacturing Clusters (EMC) Scheme.</li> <li>• Information Technology Investment Region (ITIR)</li> <li>• National Centre for excellence under Productivity and Employment Generation Division.</li> <li>• Related work and Misc work as assigned time to time.</li> </ul>	JS(SKR)	<ul style="list-style-type: none"> <li>• Shri Neetesh Kumar Gupta, Scientist-C</li> </ul>	
6	Shri P. Ghatak Sci-E	<ul style="list-style-type: none"> <li>• Promotion of Investment in ESDM Sector.</li> <li>• Marketing Initiatives/Helpdesk.</li> <li>• ESDM Website Management.</li> <li>• E-CRM.</li> <li>• Make in India-Coordination with DIPP etc</li> <li>• Related work and Misc. work as assigned time to time.</li> <li>• Communications and Brand Building Campaign.</li> <li>• Related work and Misc. work as assigned time to time</li> </ul>	JS(SKR)  For FAB through Sci.-F(SKM)	<ul style="list-style-type: none"> <li>• Shri Rashmi Rathi Tiway, Scientist-B</li> <li>• Shri Ashish Kumar, Sci.-B</li> <li>• Smt. Nirupama Kumar PA</li> <li>• Shri Manoj Kumar (MTS)</li> </ul>	
7.	Shri Rajesh Suri, Joint Director	<ul style="list-style-type: none"> <li>• Administrative matters of Division</li> <li>• Digital India Programme - coordination</li> <li>• Annual Plan/Budget Management</li> <li>• PMU's Management</li> <li>• Administrative/Financial sanctions</li> <li>• Parliament Matters/Standing Committee</li> <li>• Annual Report</li> <li>• e-Samiksha/State folder for PMO/Monthly summary</li> <li>• Misc. coordination</li> <li>• Related work and Misc. work as assigned time to time.</li> </ul>	JS(SKR)	<ul style="list-style-type: none"> <li>• Shri Laxman, SO</li> <li>• Ms. Rajeshwari Mina, Steno</li> </ul>	
8.	Shri Laxman, SO	<ul style="list-style-type: none"> <li>• Administrative matters of Division</li> <li>• Digital India Programme - coordination</li> <li>• Annual Plan/Budget Management</li> <li>• PMU's Management</li> <li>• Administrative/Financial sanctions</li> <li>• Parliament Matters/Standing Committee</li> <li>• Annual Report</li> <li>• e-Samiksha/State folder for PMO/Monthly summary</li> <li>• Misc. coordination</li> </ul>	JD(RS)	<ul style="list-style-type: none"> <li>• Shri Raj Singh, ASO</li> <li>• Shri Narender Singh, SSA</li> <li>• Shri Rohan Kumar, JSA</li> </ul>	

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
		<ul style="list-style-type: none"> <li>• Related work and Misc. work as assigned time to time.</li> </ul>			
<p><b>IP: S&amp;ITS Division and Trade &amp; Investment Promotion Division</b>  <u>No.12 (2)/2013-IP: S&amp;ITS Dated: 13.07.2018 (Page 81-84/C)</u></p>					
1.	Shri A.K. Sharma, Sci. 'G'	All matters related to two Divisions covering – Parliamentary, VIP/PMO matters, Digital India, Trillion Dollor Opportunity, Standards, Cabinet Notes,/references, Inter-ministerial, Champion Sectors in Services, etc.	JS (R.K.) GC( IC & IP Group)	<b>PS(P.K. Shami, and the following officers:-</b> i) Sh. Rajeshwar Singh , Sc. 'D' ii) Sh. D.K.J.Lakra, Sc.-C iii) Mrs. Manjusha Chourasia, Sc. 'C' iv) Sh. Diwakar Dhingra, Sci-B v) Sh. Vishwas Srivastava, Sci. 'B' vi) Sh. Sandeep Kumar Ambasta, DD <b>Section Staff:-</b> Sh. Raj Kumar, MTS	HoD, IP:S&ITS and T&IP Division.
2.	Sh. Rajeshwar Singh , Sc. 'D'	i) All matters related BPO Promotion Schemes for small towns/cities. ii) Annual Pre-Budget memorandum relating to IT –ITeS Sector. iii) Matters related to GST for IT Sector. iv) Standardization effort on IT Sector. v) All matters related to FDI for MeitY vi) Champion Sector in Services: IT/ITeS vii) R&D: Data Analytics & Social Media. viii)Inputs for Digital India related programmes and coordination with concerned stakeholders ix) Any other work assigned by JS(RK) & Sc'G (AKS)	Sci 'G' (AKS)	<b>Section Staff :-</b> Smt. Sushma Xalxo, ASO Shri Deepak Kumar, MTS	Responsibilities / Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division
3.	Sh. D.K.J. Lakra	i. Supervision of Export Market Development initiatives. ii. Maintain the Data on IT-ITeS sector / including STP/EHTP Units,	Sci 'G' (AKS)	<b>Section Staff :-</b>	-do-



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
	Scientist Sc. 'C'	SEZ Units and FDI. iii. Consolidation of inputs on IT-ITeS Sector for MeitY's Annual Report. iv. Parl. Questions related to IT-ITeS Industry and Associated Coordination. v. Redressal and Updation RTI/Grievances/e-Samiksha portal. vi. Champion Sector in Services: IT-ITeS. vii. R&D Robotic Process Automation viii. Any other work assigned by Senior Officers		Smt. Sushma Xalxo, ASO  Shri Deepak Kumar, MTS	
4	Sh. Sandeep Kumar Ambasta Deputy Director	i. All matters relating to Plan/Non-Plan Budget. ii. Audit Paras relating to the Division. iii. Legal matters/Court cases. iv. Dealing with periodical Report and administrative matters. v. Matter related to FDI for MeitY through JD (RSJ). vi. Any other work assigned by Senior Officers.	Sci 'G' (AKS)	<b>Section Staff:</b>  Smt. Sushma Xalxo, ASO Sh. Deepak Kr. MTS	- do -
5.	Ms. Manjusha Chourasia, Scientist -C	i) All matters concerning STP/EHTP Schemes and STPI Centres. ii) Formulation of Next Generation Incubation Schemes iii) Work on the STPI' Proposed CoEs (Centres of Excellence) iv) Parl. Questions and VIP/PMO references relating to STPI. v) Laying of annual Report/Audited Accounts of STPI in Parliament vi) Champion Sector in Services: IT/ITeS. vii) R&D: Data Assimilation in Atmospheric Models. viii) Any other work assigned by Senior Officers	Sci 'G' (AKS)	<b>Section Staff:-</b>  Sh. J.K. Arora, ASO Smt. Sushma Xalxo, ASO Sh. Deepak Kumar, MTS	-do-
6.	Sh. Vishwas Srivastava, Sci-B	i) All matters related BPO promotion Schemes for Small towns/cities including Web Portals. ii) Matters related to State-IT-BPO Policy and compilation state-wise salient features and updation periodically. iii) VIP/PMO references related to IT/ITeS Industry and Parl. Questions. iv) Champion Sector in Services: IT/ITeS. v) R&D: Microelectronics & VLSI. vi) Any other work assigned by Senior Officers	Sci 'G' (AKS)	<b>Section Staff:</b>  Smt. Sushma Xalxo, ASO  Sh. Deepak Kumar, MTS	-do-
7.	Sh. Diwakar Dhingra, Sci-. 'B'	i) All matters concerning CST claims/arrears. ii) All matters relating to support for Conferences/ Seminars in Electronics & IT Sectors. iii) Updation of related to contents on MeitY website. iv) Misc. Parl. Questions and VIPPMO references. v) Champion Sector in Services: IT/ITeS. vi) R&D: Wireless Sensor Networks. vii) Any other work assigned by Senior Officers	Sci 'G' (AKS)	<b>Section Staff:</b>  Smt. Sushma Xalxo, ASO  Sh. Deepak Kumar, MTS	-do-

**IX. E-GOVERNANCE GROUP**

No. 7(1)2018-EG-II Dated: 19-07-2018 (Page 114-118/C)

Sr. No	Name & Designation of the MeitY Officer	MeitY Mission Leader Implementation Activities	MMPs Allocated	MeitY Officers Allocated
1.	Ms. Uma Chauhan, Sci 'F' Director (UC)	<ol style="list-style-type: none"> <li>1. Cloud based Infrastructure &amp; service delivery – Megh Raj – CMO and Cloud Services</li> <li>2. State Data Centre (SDC)</li> <li>3. NSP 2.0</li> <li>4. e-Gov Appstore</li> <li>5. Open Source Policy &amp; Implementation</li> <li>6. Open forge Platform</li> <li>7. Citizen Contact Centre.</li> <li>8. India Portal</li> <li>9. Websites quality testing.</li> <li>10. Development of CMF for Govt. Websites</li> <li>11. Biometric Attendance System</li> <li>12. Matters related to DBT</li> <li>13. All Matters related to NISG</li> <li>14. POSHAN</li> </ol> <p><b>Link Officer Sci-F(PRC)</b></p>	<ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Agriculture 2.0</li> <li>3. Land Records (NLRMP)</li> <li>4. National GIS</li> <li>5. Post</li> <li>6. PDS</li> <li>7. India Portal</li> <li>8. Employment Exchange</li> <li>9. Women &amp; Child Development</li> <li>10. Social Benefit</li> <li>11. Education</li> <li>12. NMEICT</li> <li>13. Road Transport</li> <li>14. RAHI</li> </ol>	Kshitij Kushagra, Sci. 'D'
2.	Shri Trilok Chandra, Director(TC)	<ol style="list-style-type: none"> <li>1. Digital India Programme- Institutional bodies created for Programme management, monitoring and strategic Planning.</li> <li>2. Assessment of e-Gov Projects</li> <li>3. Capacity Building including SeMTs.</li> <li>4. All matters relating to World Bank Project.</li> <li>5. Enabling all School with Virtual Classrooms project</li> <li>6. Certificate training prog. for SC and ST Govt. officers across all levels under SCSP and TSP project</li> <li>7. Preparing NE for Digital India project</li> <li>8. LPMF project</li> <li>9. Good Governance and Best Practices projects</li> <li>10. Business Process Reviews</li> <li>11. Knowledge Management &amp; Case Studies.</li> <li>12. Collating and Analyzing International Best Practice in e-Governance</li> </ol>	<ol style="list-style-type: none"> <li>1. e-Sansad</li> <li>2. e-Vidhaan</li> <li>3. e-Biz</li> <li>4. MCA21</li> <li>5. E-Office</li> <li>6. E-Bhasha</li> <li>7. UID</li> <li>8. Banking</li> <li>9. Insurance</li> <li>10. Commercial Taxes</li> <li>11. Central Excise &amp; Customs</li> <li>12. Income Tax</li> </ol>	Santosh Kumar Patel, Sci. 'C'

Sr. No	Name & Designation of the MeitY Officer	MeitY Mission Leader Implementation Activities	MMPs Allocated	MeitY Officers Allocated
		13. Awareness & Communication related activities 14. Matters relating to NeGD in e-Gov Division. 15. Funds Management-Utilization-Audit etc. 16. Co-ordination and administrative matters related to e-Governance Division 17. Matters relating to Parliamentary Committees, Reporting to PMO, Cab. Sectt. NITI Aayog. 18. Annual Plan, Annual Report & Outcome Budget Related Issues 19. RTI/PG matters, Vigilance Matters in e-Governance 20. All matter related to HR Policy(e-Gov), training programme, technical/HR assistance to Ministries/States 21. International Cooperation in e-Governance 22. Interface with consulting Organization / Sourcing of Personnel 23. All matters relating to NIC & NICS <b>Link Officer Sci-F(PRC)</b>	13. Treasuries 14. Financial Inclusion 15. EDI for e-Trade	
3.	Shri Pravin R. Chandekar, Sci. 'F', Director (PRC)	1. Appraisal / Assessment of proposals 2. CSC 2.0 Project 3. E-District MMP 4. E-District Pilot Project 5. Enabling services through CSC-SPV 6. Open Data 7. Rapid Assessment System 8. Digitize India Platform 9. Implementation of e-Taal. 10. e-Mail solution for GOI 11. Securing eMail infra. Project 12. MyGov Platform 13. e-Greetings Portal & Sampark 14. NOFN Pilot 15. E-Pramaan (e-Authentication) 16. PRAGATI 17. Jeevan Pramaan 18. Smart Cities 19. E-Kranti 20. Council of Mission Leaders 21. R&D in e-Governance 22. All works related to UN	1. e-District 2. CSC 3. CCTNS 4. e-Courts 5. Pension 6. Passport 7. IVFRT 8. e-Panchayats 9. Rural Development 10. Municipalities 11. Urban Governance 12. Common IT Roadmap for Para Military Forces 13. NSDG 14. Health 15. e-Procurement	<ul style="list-style-type: none"> <li>• Ms. Usha Tanwar, Sci-E</li> <li>• Shri Ashim Das, Sci-C</li> </ul>

Sr. No	Name & Designation of the MeitY Officer	MeitY Mission Leader Implementation Activities	MMPs Allocated	MeitY Officers Allocated
		<b>Link Officer to Dir(TC)</b>		
4.	Ms. Usha Tanwar, Sci. 'E'	To support Dir (PRC)		
5.	Shri Kshitij Kushagra, Sci 'D'	To support Dir (UC)		
6.	Shri Ashim Das, Sci 'C'	To support Dir (PRC)		
7.	Shri Santosh Kr. Patel, Sci. C	To support Dir (TC)		

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b><u>Allocation of Responsibilities / Assignments</u></b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b><u>E-Governance Section</u></b>	File 7(1)/2018 dated 19.07.2018 (115/C)			
1.	Shri Lalit Khanna, SO	In-Charge of EG-I & EG-II <b>EG-I</b> 1. RTI matters 2. Public Grievance <b>EG-II</b> 3. Administrative/financial support i.e. sanctions orders, administrative approvals, UCs, etc. 4. Annual Plan, Annual Report, Outcome Budget 5. Finance & Budget related matters. 6. Parliamentary matters 7. VIP/Audit related matters 8. O&M related matters 9. Coordination activities 10. Seminars/Symposium/Workshop/Exhibition/logo support, etc 11. Nomination in various Committees constituted by other Ministers/Departments 12. Any other activity assigned by Dir(E-Gov)/DD(E-Gov)	DD(E-Gov)	-ASO(SR) - Contractual Staff	
2.	Smt. Sonia Rana, ASO	All Work related to EG-II Section	SO(LK)	Contractual Staff	
3.	Contractual Staff	All Work related to EG-I Section	SO(LK)	-	
		<b>Community Information Centres (CICs) Common Service Centers (CSC) Division</b> No. 7(1)2018-EG-II Dated: 19-07-2018 (Page 114/C)			
1.	Sh. Shri Bhagwan S.O.	In-Charge of CIC/CSC 1. RTI matters 2. Public Grievances 3. Administrative / Financial support i.e. sanction orders, administrative approvals, UCs etc. 4. Annual Plan, Annual Report, Outcome Budget 5. Financial & Budget related matters. 6. Parliamentary matters 7. VIP/Audit related matters 8. O&M related matters 9. Coordination activities	Sci. 'F' (PRC)	Smt. Rajbiri Devi, A.S.O.	

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b><u>Allocation of Responsibilities / Assignments</u></b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		10. Seminar/Symposium/Workshop/exhibition/logo support, etc 11. Any other activity assigned by Sci. 'F'			
2	Smt. Rajbiri Devi, A.S.O.	All Work related to CIC/CSC Section	SO(SB)		
	<b><u>Office Automation Cell</u></b>	<b><u>No.J-15026/02/2017-OA(Genl) Dated: 09.01.2018 (Page 24-25/C (Old Data)</u></b>			
1.	Sh.B.D. Sharma, Joint Director	All Technical/administrative matters related to O.A.(Genl)	JS(Pers)	Smt. Prakash Vati Section Officer (OA Genl.) Shri Srinivas,(ASO)	<b>**W.e.f. October 2017 onwards the work of OA Cell was transferred th Shri Adarsh Kumar, Deputy Director(GA)</b>
2.	Smt. Prakash Vati Hastoria, Section Officer	Matters related to Office Automation (Genl) i.e. repair/maintenance of HP Desktop, Laptop Computers, H P Printers, Scanners and LIBMAN Software in Library. Hiring of Manpower from outsourcing for maintaining database applications and networking.	Shri B.D.Sharma, JD(GA)	Srinivas, ASO	<b>-do-</b>
3	Shri Srinivas, ASO	Diary/Dispatch, submission of various reports/returns, maintenance of files related to O.A.(Genl.).	Smt. Prakash Vati, Section Officer(OA)	None	<b>-do-</b>

**X. E-INFRASTRUCTURE / E-LEARNING GROUP**

Sl. No.	Name and Designation of the Officer	<u>Allocation of Responsibilities / Assignments</u>	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
		<p><b><u>E-Infrastructure Division</u></b>  <u>No. 5(1)/2016-E-Infra Dated : 12-07-2018 (Page 77-80/C)</u></p>			
1.	<p>Sh. A.K. Balani Scientist 'G'  (e-Infrastructure Division)</p>	<p>i) All matters related to E-Infrastructure Division            ii) Annual reports Outcome budget/ parliament Question of E-Infrastructure Division.            iii) Technical matters such as supervision of on Going and new project and accessibility with E-infrastructure Division.            iv) Implementation of National IPv6 Deployment Roadmap version II in MeitY.            v) Any other work assigned by GC.            vi) Programme division of ERNET India (Technical matters).</p>	Secretary	<p>1. *Shri Vivek M. Gupta, Sci- 'E'            2. Smt. Meenakshi Agarwal, Sci- 'C'            3. Shri D.K. Sagar, DD</p>	
2.	<p>*Shri Vivek M. Gupta, Sci- 'E'  (work of e-infra is additional to his existing work of NKN division details of which are being forwarded separately by DD(NKN))</p>	<p>i) All matters related to E-Infrastructure Division            ii) Work relating to e-Infra division being a programme division for ERNET India (Technical matters            iii) Any other work assigned by GC.</p>	GC(E-Infra)	<p>1. Smt. Meenakshi Agarwal, Sci 'C'            2. Shri Dinesh Kumar Sagar, DD</p>	* Ref. Verbal directions by GC(e-Infra) in May and June 2018.
3.	<p>Smt. Meenakshi Agarwal, Scientist 'C'</p>	<p>i) All R&amp;D Project in the E-Infrastructure Division.            ii) All matters pertaining to Internet of Things            iii) Redressing Grievance as Public Grievance Officer in respect of E-Infrastructure Division            iv) Appointed CPIO in respect of E-Infrastructure Division relating to RTI matters.            v) Answering Parliament Question, organization PRSG, Working Group meeting and brainstorming session a and when required.            vi) Handling VIP references, letters received from PMO.            vii) Handling Misc Matters received from Coordination Division, EP Division like preparation of Annual Report, Outcome Budget, other tasks etc            viii) All matters related to National Policy on Universal Electronic</p>	GC(E-Infra)	e-Infrastructure Division	

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
		Accessibility; x) All the tasks related to website accessibility; x) All the tasks related to Accessible India Campaign' and Continuous co-ordination with Department of Empowerment of PwD's; for other related tasks. xi) All the tasks related to R&D Projects of accessibility xii) Answering Parliament Questions, VIP references, letters received from PMO etc., related to accessibility; xiii) Public Grievances related to Accessibility; and xiv) Any other work assigned from time to time.			
4.	DD(e-Infrastructure)	i) In charge of E-Infrastructure Section ii) Administrative/ Financial support i.e. sanction orders, administrative E-Infrastructure Division. iii) Annual Plan, Annual Report, Outcome Budget iv) Finance and Budget related matters. v) Parliament matters. vi) VIP related matters vii) RTI matters of e-of E-Infrastructure Division viii) O&M related matters ix) Coordination activities x) Any other activity assigned by HOD (e-of E-Infrastructure) and GC(e-Infra)	GC(E-infra)	e-Infrastructure Division	
5.	Smt. Kamlesh Kumari, SO	i. All Section related work of E-Infrastructure Division ii. Any other activity assigned by DD(of E-Infrastructure) GC(e-Infrastructure)	DD(e-Infra)		
		<b><u>E-Learning Division</u></b> <u>NO. 1(1)/2017-ELG Dated 16.11.2018 (pg.207-210/C)</u>			
1.	Sh. A.K. Pipal, Sci. 'F' & HOD (e-Learning Division)	i) All matters relating to R & D Project, PRSG Meeting, Working Group, Interface with MHRD, Budget, Misc matter pertaining to IFD, EP Division, Parliament Division etc.	GC(JM)	1. Shri D.K. Kalra, Scientist 'E'	
2.	Sh. D.K. Kalra Scientist 'E'	i. Matters related to E-Learning R&D Projects. ii. Monitoring of Projects as Member Secretary PRSG. iii. Technical evaluation of new R&D Projects in E-Learning iv. Assisting Member Convener of Working Group for R&D Project in E-Learning; v. Processing of matters related to other Division of MeitY like IFD, Parliament Division, EP Division etc.	Sh. A.K. Pipal, Sci. F & HoD (E-Learning)	Smt. Kamlesh Kumari, SO	



Sl. No.	Name and Designation of the Officer	<u>Allocation of Responsibilities / Assignments</u>	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
		vi. Preparing Annual Plan, Outcome Budget, Annual Report etc. vii. All matters related to RTI and (Public Grievances). viii. Support on matters pertaining to MHRD/UGC and other Ministries. ix. Matters related to Smart India hackathon; x. Handling Parliament Questions/PMO/VIP Reference etc. xi. Any other work assigned from time to time.			
3.	Shri D.K. Sagar, DD(E-Learning)	i) In charge of E-Learning Section ii) Administrative/Financial support i.e. sanction orders, administrative approvals, UCs, etc. in respect of e-Learning Division. iii) Annual Plan, Annual Report, Outcome Budget. iv) Finance and Budget related matters. v) Parliamentary matters. vi) VIP related matters. vii) RTI matters of E-Learning Div. viii) O&M related matters. ix) Coordination activities. x) Any other activities assigned by HOD(E-Learning).	Sh. A.K. Pipal Scientist 'F' & HoD (E-Learning)	E-Learning Section	
4.	Smt Kamlesh Kumari, SO	i) All Section related work of e-Learning Division ii) Any other activity assigned by HoD (ELG) and DD(ELG)	DD(ELG)		
		<b><u>Internet Governance Division</u></b> No.L-13014/3/2018-IGD-MeitY Dated: 04.07.2018 (Page 19-21/C)			
1.	Shri Rahul Gosain, Director	1. Work related to Governmental Advisory Committee (GAC), ICANN 2. Work related to Accountability Work Stream 2 3. Work regarding Internet Governance under UN bodies <ul style="list-style-type: none"> <li>➤ IGF</li> <li>➤ WSIS</li> <li>➤ UN-CSTD</li> <li>➤ WGEC</li> <li>➤ UNGGE</li> </ul> 4. Work areas regarding NIXI & ccNSO 5. Coordination work with ICERTs, DoT, MEA & NSCS 6. Other Work <ul style="list-style-type: none"> <li>➤ Member in assigning. Gov.in domains committee</li> <li>➤ Misc. Work relating to JWG/Bilateral/Other Multilateral ICD division related queries,</li> </ul>	JS(JM)	<ul style="list-style-type: none"> <li>• Dr. Debjit Kar Scientist 'B' (Addl. Charge)</li> <li>• Shri Rajesh Kumar, Steno</li> <li>• Sh. Wasim Khan, Office Assistant (Contractual)</li> <li>• Sh. Vineet Kumar, Office Assistant (Contractual)</li> </ul>	

Sl. No.	Name and Designation of the Officer	<u>Allocation of Responsibilities / Assignments</u>	<u>Reporting to (Name &amp; Designation of Officer)</u>	<u>Assisted by (Name &amp; Designation of Officer)</u>	Remarks
1.	2.	3	4	5	6
		<ul style="list-style-type: none"> <li>➤ All coordination work namely Annual Plan, Annual report, e-samiksha, Public Grievances &amp; Parliament questions / Parliamentary committees, Grievances etc.</li> <li>➤ Any other work that may be assigned from time to time.</li> </ul>			
2.	Shri T. Santosh, Scientist 'E'	<ol style="list-style-type: none"> <li>1. Work regarding ICANN, GNSO, ALAC, SSAC &amp; RSSAC</li> <li>2. Work relating to APNIC/ ASO</li> <li>3. Work Relating to ISOC/IETF/UASG/IDNs &amp; EAI</li> <li>4. Work related to the projects funded under Internet Governance Division</li> <li>5. RTI</li> <li>6. Member convener of Task Force of Root servers</li> <li>7. Any other work that may be assigned from time to time.</li> </ol>	JS(JM)	<ul style="list-style-type: none"> <li>• Shri P.K.Verma, scientist 'C'</li> <li>• Sh. Bhagwat Swaroop, PA</li> <li>• Shri Puran Singh MTS (Contractual)</li> <li>• Shri Pushkar Rawat MTS (Contractual)</li> </ul>	
3.	Sh. Rajesh Suri Joint Director (Addl. Charge)	Internet Governance Division	JS(JM)	<ul style="list-style-type: none"> <li>• Shri Deepak John Kujur, Assistant</li> <li>• Jyoti Kumari, Office Assistant (Contractual)</li> </ul>	
		<p><b><u>Human Resource Development (HRD)</u></b>  <u>No. L-14013/5/2016-HRD Dated: 10.07.2018 (Page 54-59/C)</u></p>			
1.	Shri Anil Kumar Pipal, Scientist 'F' & HOD(HRD)	<ol style="list-style-type: none"> <li>1. All matters relating HRD to ensure. availability of trained human resources for the manufacturing &amp; service sectors of electronics and IT industry including (but not limited) to Demand forecasting in terms of numbers and skill sets required.</li> <li>2. Identifying gaps emerging from the formal Sector.</li> <li>3. Planning &amp; organizing the implementation of programmers in non-formal and formal sectors for meeting these gaps.</li> <li>4. Coordination with Ministries concerned for re-visioning curriculum &amp; course contents.</li> <li>5. New HRD initiatives in line with MeitY policies viz. NPE 2012, NPIT 2012, Cyber Security Policy, R&amp;D Policy etc.</li> <li>6. All projects/schemes in HRD division towards Human Resource Ministry of Electronics and Information Technologies (MeitY) including scheme for IT for Masses.</li> <li>7. All matters referred to by other Ministries/Department.</li> <li>8. International Cooperation related matters.</li> <li>9. Any other works assigned by GC (HRD), Secretary.</li> </ol>	GC(HRD)	Sci-E(SKV)  [Sci-E(TS)-For IT for Masses]  [Sci-C(SS)  Sci-C(SD)  DD(HRD)	

Sl. No.	Name and Designation of the Officer	<u>Allocation of Responsibilities / Assignments</u>	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
2.	Shri Sanjay Kumar Vyas, Scientist 'E'	<ol style="list-style-type: none"> <li>1. All matters relating HRD to ensure availability of trained human resources for the manufacturing &amp; service sectors of electronics and IT industry including (but not limited) to Demand forecasting in terms of numbers and skill sets required</li> <li>2). Identify gaps emerging from the formal Sector.</li> <li>3. Planning &amp; organizing the implementation of programmers in non-formal and formal sectors for meeting these gaps.</li> <li>4. Coordination with Ministries concerned for re-visioning curriculum &amp; course contents.</li> <li>5. New HRD initiatives.</li> <li>6 Skill Development in ESDM for Digital India</li> <li>7. Information Security Education and Awareness Project (Phase-II)</li> <li>8. Capacity building in the areas of Electronic Product Design and Production Technology.</li> <li>9. Re-Skilling of IT Professionals</li> <li>10 Capacity Building new areas in Emerging Technology</li> <li>11 Skill Development / requirements for achieving Trillion Dollar Digital Economy</li> <li>12* Digital Literacy – PMGDISHA and related Matters.</li> <li>13 Formulation of new proposals</li> <li>14 * Skill Development Initiatives – Skill Development/Target, National skill Qualification Framework, Coordination with MSDE &amp; NSDA.</li> <li>15 All matters referred to by other Ministries/Departments.</li> <li>16 International Cooperation related matters.</li> <li>17 Parliamentary related matters.</li> <li>18 Activities regarding Standing Committee of Parliament.</li> <li>19 CPIO in HRD Division</li> <li>20 Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget &amp; Performance Budget.</li> <li>21 Any other activity assigned by HOD(HRD) GC(HRD)</li> </ol>	HOD(HRD)	Scientist 'C' (SS) *Sci- 'C' (SD) HRD Section	
3.	Shri T. Santhosh Scientist- 'E'	<ol style="list-style-type: none"> <li>1. Conceptualizing new Project for Women, SC &amp; ST beneficiaries</li> <li>2. Reimbursement of Implementing Agencies for providing free training to SC/ST candidates under SCSP/TSP Scheme</li> <li>3. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget.</li> <li>4. Any other activity assigned by HOD(HRD) GC(HRD).</li> </ol>	HOD(HRD)	HRD Section	
4	Shri Surendra Singh, Sci.- C	<ol style="list-style-type: none"> <li>1. Skill Development in ESDM for Digital India</li> <li>2. Information Security Education and Awareness Project (Phase-II)</li> <li>3. Setting up of Electronics &amp; ICT Academy</li> </ol>	Sci-E(SKV)	HRD Section	

Sl. No.	Name and Designation of the Officer	<u>Allocation of Responsibilities / Assignments</u>	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
		4. IT for Jobs 5. New HRD initiatives 6. Capacity Building in the areas of Electronics Product Design and Production Technology 7. Re-Skilling of IT Professionals 8. Capacity Building for new areas in Emerging Technologies 9. Skill Development/ requirements for achieving Trillion Dollar Digital Economy 10. E-Samiksha, EP Division Coordination, Monthly Cabinet Matters. 11. Coordination/Compilation pertaining to projects. 12. Inputs of HRD work for MeitY website. 13. All matters referred to by other Ministries/departments. 14. Parliamentary related matters. 15. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget. 16. Any other activity assigned by AD(AKV) and HOD(HRD)			
5.	Shri Shankar Das, Scientist 'C'	1. Coordination with Ministries concerned for re-visioning curriculum & course contents. 2. New HRD initiatives including setting up of new NIELIT Centres. 3. Skill Development in Electronics Hardware by NCPUL. 4. Development of North Eastern Region by enhancing the Training/Education capacity in the IECT area. 5. Setting up of NIELIT Centre at Patna, Roper Leh(Laddakh), Srikakulam, Kolkata, Chennai, Ajamer, Agartala Shillong, Gangtok and Itanagar 6. Closure of UPTU project under the Scheme of Manpower Development for Software Export Industry 7. *Digital Literacy Mission for Rural India 8. *Skill Development Initiatives – Skill Development/Target, National skill Qualification Framework, Coordination with MSDE & NSDA, Portal on Skill Development, etc. 9. * Sector Skill Councils related aspects. 10. Matters relating to Meetings of GCs/BOGs of IIT, IIITs, IISERs, NITs, etc. 11. Technical aspects of NIELIT 12. Parliamentary related matters (Coordination at all levels) 13. Activities regarding Standing Committee of Parliament. 14. PGO matters W.R.T. HRD Division. 15. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget.	HOD(HRD)  Sci.-E(SV)	HRD Section	

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b><u>Allocation of Responsibilities / Assignments</u></b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		16. Any other activity assigned by AD(SKV) HOD(HRD)and GC(HRD).			
6.	Shri D.K. Sagar, Deputy Director	1. In-charge of HRD Section 2. All Administrative / Finance related matters. 3. Annual Plan, Annual Report, Outcome Budget. 4. Finance & Budget related matters 5. Administrative / Finance related matters 6. VIP related matters 7. RTI matters of HRD Division 8. O&M related matters 9. Coordination activity 10. Activities regarding Standing Committee of Parliament. 11 Any other activity assigned by HOD(HRD) / GC(HRD).	HOD(HRD)	HRD Section	
7	Smt. Sonia Singh, ASO	1. All Section related work of HRD Div 2 Any other activity assigned by DD(HRD)/ HOD(HRD)	DD(HRD)	--	
8.	Shri Dilwar Singh, SSA	1. All Section related work of HRD Div 2.Any other activity assigned by DD(HRD)/HOD(HRD)	DD(HRD)		
9.	Smt. Soni Tripathi, MTS	1.Duties of Section as per MOP 2.Any other activity assigned by SSA(DS) / ASO(SS)/DD(HRD)	DD(HRD)	--	
<b>Notes:</b>					
	<b><u>Name of the Officer</u></b>	<b><u>Link Officer</u></b>			
	Director(AKP)	- AD(SKV)			
	AD(SKV)	- SSO(SS)			
	AD(TS)	- SSO(SDAS)			
	SSO(SS)	- SSO(SDAS) - [VICE-VERSA]			
		<b><u>Product and Centre of Excellence (CoE) Group</u></b> <b><u>No.27(1)/2017-Electronics Dated: 13.12.2017 (Page 03-05/C)</u></b> <b><u>(Old Data)</u></b>			
1.	Shri Sanjay Kumar Rakesh, JS /GC- Product and Implementing, Centre of Excellence Group,	1. To encourage use and application of Electronics and IT for improving Productivity and Equipment. 2. To encourage use and application of Electronics and IT for improving Productivity in various sector of economy 3. To explore use of electronics and IT as a means of generating employment other than in Electronics and IT Sector 4. Evolve Centre of Excellence (CoE) keeping above and home grown technology	AS(PK)	Officers of the Group/Division	
2.	Sh. M. Seshagiri Rao, Sci- 'F'	-Do-	JS(SKR)	Smt. Mamta Manocha, Personal Secretary (From	

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b><u>Allocation of Responsibilities / Assignments</u></b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
				16.03.2017 till date)	
3.	Smt. Mamta Manocha, Pers. Secretary	<ol style="list-style-type: none"> <li>1. Pers. Secretary role to Dir (MSR)</li> <li>2. Administrative Assistance work related to the Division</li> <li>3. Maintaining Records, File Register and all reports/returns of the Group.</li> <li>4. Matters related to Utilization Certificates/ follow up/ forwarding to PAO</li> <li>5. Any other work assigned time to time</li> </ol>	Sh. M. Seshagiri Rao, Scientist 'F' MeitY		
4.	Sh. Shokin Pal. MTS (From 13.05.2017 till date)	<ol style="list-style-type: none"> <li>1. File Preparation</li> <li>2. Despatch's</li> <li>3. Spiral and Bound making</li> <li>4. Xerox</li> <li>5. Up keep coordination of Division/Group floor area</li> </ol>	Smt. Mamta Manocha, Personal Secretary		
		<b>National Digital Library (NDL) (Old Data)</b>			
1.	<b>Shri D.K. Kalra</b> Scientist – D	<ul style="list-style-type: none"> <li>- Setting up National Digital Library</li> <li>- 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.</li> </ul>	<b>Shri A.K. Pipal, Sci. F</b>		
2.	<b>Smt. D.K. Sagar, DD</b>	All administrative and financial matters of NDL Cell.	<b>Shri D.K. Kalra</b> Scientist –“D”		
3.	<b>Smt. Kamlesh, SO</b>	All administrative and financial matters of NDL Cell.	<b>Shri D.K. Sagar, DD</b>		
		<b><u>National Knowledge Network (NKN)</u></b> <u>F.No. 2(1)/2012-NKN Dated: 07.03.2018 (page 115-116/C)</u> <b>(Old Data)</b>			
1.	Shri A.K. Balani, Sci-G/GC	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, and Extension of NKN to SAARC countries, etc. of NKN project.	JS/GC(NKN)	Sci-E(VMG) DD(DKS)	
2.	Shri V.M. Gupta, Sci-E	Over all work related to coordination, implementation, monitoring and other activities which include: High Level Committee, issues	HOD(NKN)	DD(DKS)	

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b><u>Allocation of Responsibilities / Assignments</u></b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer)</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		relating to NKN & NMEICT, Extension of NKN to SAARC countries and other works as assigned by HOD-NKN etc. in respect of NKN Project.			
3.	Shri D.K. Sagar, Deputy Director*	Providing administrative and financial support for coordination, implementation, monitoring and other works as assigned by Sci. E(VMG)/HOD-NKN etc, of NKN project.	Sci-E(VMG)/HOD(NKN)		
<b>* Assigned additional work of E-governance Division &amp; HRD Division.</b>					

<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b>Allocation of Responsibilities / Assignments</b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer) S/Shri/ Smt./Ms.</b>	<b>Remarks</b>
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1	2	3	4	5	6
		<b>Digital Payments Division</b> <b>F.No. 21(5)/2018-DPD Dated: 05.07.2018 (Page 22-24/C)</b>			
1.	Ms Archana Dureja, Sci 'G'	1. Regulatory and Policy Matters. 2. Matters related to RBI, PMO, CoS, Cabinet Secretariat, Department of Economic Affairs 3. International Cooperation. 4. Grievances Redressal Mechanism	JS(GS)	Mr. V. Chinnaswamy Scientist 'D'	
2.	Ms. Geeta Kathpalia, Sci-G	1. Coordination with all Ministries, Departments and States including PFMS & BharatKosh 2. Budget 3. Dashboard 4. Industry Coordination	JS(GS)	1. Mr. Atif Faiz Khan, Sci-C 2. Mr. Ajay Chandrakar, Sci-B	
3.	Ms. Kavita Bhatia, Sci-F	1. Coordination with Banks, Department of Financial Services and NABARD 2. NPCI related issues 3. Establishment of National Mission 4. Formulation and monitoring of schemes 5. BHIM Schemes Management 6. Data management 7. Technology and IT systems (QoS, Apps etc.) 8. Infrastructure (PoS, Availability, bandwidth) 9. IoT and Emerging Technologies area.	JS(GS)	Mr. Mayank Sci-C	
4.	Mr. Rahul Gosain, Director	1. Overall Promotion and media campaign across departments, banks and industry 2. Training and Education of Departments 3. Cyber Security related activities 4. Work relating to Parliament Questions and Coordination Division	JS(GS)	Mr. Debjit Kar, Sci-B	
5.	Mr. Rajesh Suri, JD	1. Administrative matters of Division 2. Annual Plan/Budget & Audit matters 3. Administrative / Financial sanctions 4. Coordination of Parliament Matters 5. Annual Report 6. Periodical Reports/Returns and other matters relating to Economic Planning Division & Coordination Division, MeitY 7. Work relating to IoT and Emerging Technologies 8. Any other work assigned by senior officers from time to time	JS(GS)	Mr. Jatinder Singh, Dy. Director	
<b>Sl. No.</b>	<b>Name and Designation of the Officer</b>	<b>Allocation of Responsibilities / Assignments</b>	<b>Reporting to (Name &amp; Designation of Officer)</b>	<b>Assisted by (Name &amp; Designation of Officer) S/Shri/ Smt./Ms.</b>	<b>Remarks</b>
1	2	3	4	5	6



<b>6.</b>	Mt. Jatinder Singh, DD	<ol style="list-style-type: none"><li>1. To provide administrative support to DPD</li><li>2. Matters related to RTI Act</li><li>3. Internal coordination, Periodic Reports and Returns</li><li>4. Coordination of Budget, Audit &amp; Parliamentary Matters.</li><li>5. Furnishing of inputs to EPD &amp; Coordination Division, MeitY</li><li>6. Work relating to IoT and Emerging Technologies</li><li>7. Any other work assigned by senior officers from time to time</li></ol>	Mr. Rajesh Suri Joint Director	<ol style="list-style-type: none"><li>1. Mr. Gajendra Prasad Beniwal, ASO</li><li>2. Mahinder Singh Sherawat, ASO</li><li>3. Mr. S. E. Rajan, SSA</li></ol>	
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**XII. Economic Planning and Coordination Group/ Coordination and Economic Planning Division**

**F.No. 10(1)/2018-CD dated 06.07.2018 [Page 25-36/C]**

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
1.	Shri Deepak, Sharma Sci. 'F'	<p><b><u>Coordination Division</u></b></p> <p><b>1. e-Samiksha / PRAGATI/VLMS Modules Allocated</b></p> <ul style="list-style-type: none"> <li>➤ Weekly ATR on cabinet Decisions</li> <li>➤ Monthly ATR on Committee of Secretaries</li> <li>➤ Monthly ATR on Presentation to PM</li> <li>➤ Court Cases Module</li> <li>➤ Suggestions / Observations Module</li> <li>➤ Tracking of items on e-SamikSha Portal</li> <li>➤ Updating action taken by MeitY on the portal</li> <li>➤ Preparation of briefs for Secretary / ravines</li> <li>➤ Any other work related to the subject</li> </ul> <p><b>2. Groups of Secretaries (Sectoral and Thematic)</b></p> <ul style="list-style-type: none"> <li>➤ Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY</li> <li>➤ Periodic updates on NITI Dashboard</li> <li>➤ Coordination with Rapporteur of Group/Cabinet Secretariat/ PMO for providing updated status of implementation of DAP of MeitY.</li> <li>➤ Preparation of briefs for Meetings of Group of Secretaries.</li> </ul> <p><b>3. Draft Notes for Cabinet/CoS, EFC/SFC and Private Member/other Bills/State Bills received from other Ministries/State Governments/ other Offices.</b></p> <p><b>4. Implementation of MeitY's Programmes and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of State-wise Report on initiatives of MeitY, and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>➤ Monitoring of and maintaining Status Note on issues of MeitY pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>➤ Preparation of State folders for use of MEIT/MoS/Secretary for State visits.</li> </ul>	Economic Adviser	<p>Shri Jaiverdhan Tiwari, Sci-C</p> <p>Shri OP Yadav, Sci-C</p> <p>Ms. Nisha Kumari, Sci-B</p>	

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>➤ Any other work related to the subject.</p> <p>5. Nodal Officer for NE&amp;JK</p> <p>6. Work related to Digital Economy &amp; GST</p> <p>7. Miscellaneous matters as may be assigned from time to time.</p> <p><b><u>ECONOMIC PLANNING DIVISION</u></b></p> <p><b>1. Technical / Statistical analysis – Selected areas</b></p> <p><b>2. Analytical Reports on Implementation of MeitY’s Programmes and Schemes in States.</b> Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective State (with reference to State allocated).</p>			
2.	Sh. Vinod Kumar, Joint Director	<p><b><u>Coordination Division</u></b></p> <p><b>1. e-Samiksha Portal-Modules Allocated</b></p> <p>➤ ATR on DBT Mission (Monthly)</p> <p>➤ ATR on PRAGATI Implementation (Monthly)</p> <p>➤ Memorandum of Understanding (MoU) (Quarterly)</p> <p>2. Preparation of Annual Report &amp; EPD Journal</p> <p>3. Matters relating to Vision Document/ Strategy Plan/ Action Plan with respect to MeitY.</p> <p>4. Matters relating to budget / outcome budget/ other such issues with respect to CD &amp; EPD,</p> <p>5. State level Pending issues – Periodic reports to be sent to NITI Aayog/ other offices.</p> <p>6. State wise / Scheme wise Report for PMO/NITI Aayog.</p> <p>7. References from NITI Aayog/ Ministry of Finance.</p> <p>8. References from PMO/ Cabinet Secretariat.</p> <p><b>9. Draft Notes for Cabinet, CoS, EFC/SFC and Private Member/ other Bills/ State Bills Received from other Ministries / State Governments/ other Offices.</b></p> <p><b>10. Implementation of MeitY’s Programmes and Schemes in States.</b></p> <p>➤ Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update same.</p>	Economic Adviser	<p>Sh. A.K. Lokhande, Dy. Director</p> <p>Smt. Ashma Gandhi Dy. Director</p> <p>Sh. Inder Sain, Scientist ‘C’</p> <p>Ms. Shalaka Kujur, Assistant Director</p> <p>Sh. Piyush Kumar, Scientist ‘B’</p>	

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<ul style="list-style-type: none"> <li>➤ Monitoring of and maintaining Status Note on issues of MeitY pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>➤ Preparation of State folders for use of MEIT/MoS/Secretary for state visits.</li> <li>➤ Any other work related to the subject.</li> </ul> <p>11. Nodal Officer for Grievances for Coordination Division and EPD. 12. Appellate Authority for RTI matters with respect to CD &amp; EPD. 13. Miscellaneous. Matters as may be assigned from time to time</p> <p><b><u>ECONOMIC PLANNING DIVISION</u></b></p> <p>1. Technical / Statistical analysis – Selected areas</p> <ul style="list-style-type: none"> <li>➤ ASI data on Electronics and IT</li> <li>➤ Coordination with Industrial Associations</li> </ul> <p>2. Statistical Handbook (AKL)</p> <p>3. Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</p> <ul style="list-style-type: none"> <li>➤ Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective States</li> </ul>			
3.	Shri Jay Verdhhan Tiwari, Sci-'C'	<p><b><u>Coordination Division</u></b></p> <p><b>1. Preparation of Note on Initiatives of MeitY and progress in implementation of Programmes /Schemes of MeitY (All India Level)</b></p> <ul style="list-style-type: none"> <li>• Preparation of required Note for PMO/Cabinet Secretariat/any other context.</li> <li>• Preparation of a tabular statement of Progress achieved with identified key indicators for Programmes and Schemes of MeitY.</li> <li>• Maintaining an updated status of these Reports on monthly basis as per requirement.</li> </ul> <p>2. Material for President's Address/FM's Speech/Republic Day Address/Independence Day Address etc.</p> <p>3. Material for I &amp; B Reference Annual-Bharat.</p> <p>4. Preparing briefs for Secretary.</p>	Sh. Deepak Sharma, Scientist - F		

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>5. Nodal Officer for NER &amp; J&amp;K matters.</p> <p>6. References from PMO/Cabinet Secretariat.</p> <p>7. Draft Notes for Cabinet/ CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p><b>8. Implementation of MeitY's Programmes and Schemes in States:-</b></p> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>• Monitoring of and maintaining Status Note on issues of MeitY, pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>• Preparation of State folders for use of MEIT/ MoS/ Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> <p>9. Miscellaneous matters as may be assigned from time to time.</p> <p><b><u>Economic Planning Division</u></b></p> <p><b>1. Technical /Statistical analysis - Selected areas</b></p> <ul style="list-style-type: none"> <li>• RBI BOP data on IT / Software Services</li> <li>• IT Penetration – mobile phones, ITeS, PCs telephones etc.</li> </ul> <p><b>2. Economic inputs</b></p> <ul style="list-style-type: none"> <li>• Working group / reports</li> <li>• References from MOSPI/CSO/NSSO</li> <li>• Economic survey</li> </ul> <p><b>3. Write ups/Data sets</b></p> <ul style="list-style-type: none"> <li>• <b>Corporate Databases, CMIE, etc.</b></li> <li>• <b>Prices</b></li> <li>• <b>Economic census.</b></li> </ul> <p><b>4. Statistical Handbook</b></p>			

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
4.	Shri Om Pal Yadav, Scientist 'C'	<p><b><u>Coordination Division</u></b></p> <ol style="list-style-type: none"> <li>1. <b>e-Samiksha Portal-Modules Allocated</b> <ul style="list-style-type: none"> <li>• ATR to DBT Mission (Monthly)</li> <li>• Memorandum of Understanding (MoU) (Quarterly)</li> </ul> </li> <li>2. Matters relating to budget / outcome budget/other such issues with respect to CD &amp; EPD.</li> <li>3. State level Pending issues – Periodic reports to be sent to NITI Aayog/other offices.</li> <li>4. State wise / Scheme wise Report for PMO/NITI Aayog.</li> <li>5. References from NITI Aayog/ Ministry of Finance.</li> <li>6. References from PMO/Cabinet Secretariat.</li> <li>7. Draft Notes for Cabinet, CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</li> <li>8. <b>Implementation of MeitY's Programmes and Schemes in States.</b> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>• Monitoring of and maintaining Status Note on issues of MeitY pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>• Preparation of State folders for use of MEIT/MoS/Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> </li> <li>9. Miscellaneous. Matters as may be assigned from time to time.</li> </ol> <p><b><u>Economic Planning Division</u></b></p> <p><b>Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>• Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective State.</li> </ul>	Sh. Deepak Sharama, Scientist - F		

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
5.	Ms. Nisha Kumari, Sci-B	<p><b><u>Coordination Division</u></b></p> <ol style="list-style-type: none"> <li><b>1. e-Samiksha / PRAGATI/VLMS</b> <ul style="list-style-type: none"> <li>• Tracking of items on e-SamikSha Portal</li> <li>• Updating action taken by MeitY on the portal</li> <li>• Preparation of briefs for Secretary/reviews</li> <li>• Any other work related to the subject</li> </ul> </li> <li><b>2. Groups of Secretaries (Sectoral and Thematic)</b> <ul style="list-style-type: none"> <li>• Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY</li> <li>• Periodic updates on NITI Dashboard</li> <li>• Coordination with Rapporteur of Group/Cabinet Secretariat/ PMO for providing updated status of implementation of DAP of MeitY.</li> <li>• Preparation of briefs for Meetings of Group of Secretaries.</li> </ul> </li> <li>3. References from PMO/Cabinet Secretariat.</li> <li>4. Draft Notes for Cabinet/CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</li> <li><b>5. Implementation of MeitY's Programmes and Schemes in States.</b> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>• Monitoring of and maintaining Status Note on issues of MeitY pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>• Preparation of State folders for use of MeitY/MoS/ Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> </li> </ol>	Sh. Deepak Sharama Scientist - F		

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>6. Miscellaneous matters as may be assigned from time to time.</p> <p><b><u>Economic Planning Division</u></b></p> <p><b>Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective State.</li> </ul>			
6.	Sh. A.K. Lokhande, DD	<p><b><u>Coordination Division</u></b></p> <ol style="list-style-type: none"> <li>1. <b>e-Samiksha Portal-Modules Allocated</b> <ul style="list-style-type: none"> <li>➤ ATR on DBT Mission (Monthly)</li> <li>➤ ATR on PRAGATI Implementation (Monthly)</li> <li>➤ Memorandum of Understanding (MoU) (Quarterly)</li> </ul> </li> <li>2. Matters relating to Vision Document/Strategy document/Action Plan with respect to MeitY.</li> <li>3. Matters relating to budget/outcome budget/ other such issues with respect to CD &amp; EPD.</li> <li>4. State level Pending issues – Periodic reports to be sent to NITI Aayog/other offices.</li> <li>5. State wise / Scheme wise Report for PMO/NITI Aayog.</li> <li>6. References from NITI Aayog/ Ministry of Finance.</li> <li>7. CPIO for RTI matters with respect to CD &amp; EPD.</li> <li>8. References from PMO / Cabinet Secretariat.</li> <li>9. Draft Notes for Cabinet CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</li> <li>10. Miscellaneous matters as may be assigned from time to time</li> </ol> <p><b><u>ECONOMIC PLANNING DIVISION</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Compilation of Initiatives of MeitY in North Eastern Region (Quarterly)</b></li> </ol>	Sh. Vinod Kumar, Joint Director		



Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p><b>2. Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective States</li> </ul>			
7.	Smt. Ashma Gandhi, DD	<p><b><u>Coordination &amp; EPD Division</u></b></p> <ol style="list-style-type: none"> <li><b>1. e-Samiksha Portal-Modules Allocated</b> <ul style="list-style-type: none"> <li>➤ Monthly ATR on Committee of Secretaries</li> <li>➤ Digital India Progress Report</li> <li>➤ Tracking of items on e-SamikSha Portal</li> <li>➤ Updating action taken by MeitY on the portal</li> <li>➤ Any other work related to the subject</li> </ul> </li> <li><b>2. Groups of Secretaries (Sectoral and Thematic)</b> <ul style="list-style-type: none"> <li>➤ Monitoring and nay other work relating to Department Action Plan (DAP) of MeitY</li> </ul> </li> <li>3. Administrative work of EPD and Coordination Division.</li> <li>4. Miscellaneous matters as may be assigned from time to time.</li> </ol>	Sh. Vinod Kumar, Joint Director & Sh. Deepak Sharma Sci-F		
8.	Ms. Shalaka Kujur, Assistant Director	<p><b><u>Coordination Division</u></b></p> <ol style="list-style-type: none"> <li>1. Monthly – D.O. Letter, Report, Summary</li> <li>2. SC Sub Plan and Tribal Sub Plan.</li> <li>3. References from PMO/Cabinet Secretariat.</li> <li>4. Draft Notes for Cabinet, CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices</li> <li>5. Gender Budget</li> <li>6. References from Ministry of WCD</li> <li>7. Preparing brief for Secretary</li> <li><b>8. Implementation of MeitY's Programmes and Schemes in States:-</b> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>• Monitoring of and maintaining Status Note on issues</li> </ul> </li> </ol>	Sh. Vinod Kumar Joint Director		

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>of MeitY, pending with the State Government concerned and those of the State Governments pending with MeitY.</p> <ul style="list-style-type: none"> <li>• Preparation of State folders for use of MeitY/MoS/Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> <p>9. Misc. matters as may be assigned from time to time.</p> <p><b><u>Economic Planning Division</u></b></p> <p><b>1. Technical /Statistical analysis - Selected areas</b></p> <ul style="list-style-type: none"> <li>• Trade Data – export/ import data</li> <li>• WTO and UNCTAD data</li> </ul> <p><b>2. Analytical Reports on Implementation of MeitY's Programme and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>• Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective States</li> </ul>			
9.	Sh. Inder Sain, Scientist 'C'	<p><b><u>Coordination Division</u></b></p> <p><b>1. e-Samiksha / PRAGATI/VLMS</b></p> <ul style="list-style-type: none"> <li>• Tracking of items on e-SamikSha Portal</li> <li>• Updating action taken by MeitY on the portal</li> <li>• Preparation of briefs for Secretary/reviews</li> <li>• Any other work related to the subject</li> </ul> <p><b>2. Groups of Secretaries (Sectoral and Thematic)</b></p> <ul style="list-style-type: none"> <li>• Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY</li> <li>• Periodic updates on NITI Dashboard</li> <li>• Coordination with Rapporteur of Group/Cabinet Secretariat/ PMO for providing updated status of implementation of DAP of MeitY.</li> <li>• Preparation of briefs for Meetings of Group of Secretaries.</li> </ul> <p>3. References from PMO/Cabinet Secretariat.</p> <p>4. Draft Notes for Cabinet/CoS, EFC/SFC and Private</p>	Sh. Vinod Kumar, Joint Director		

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p><b>5. Implementation of MeitY's Programmes and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>• Monitoring of and maintaining Status Note on issues of MeitY pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>• Preparation of State folders for use of MeitY/MoS/ Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> <p><b>6. Miscellaneous matters as may be assigned from time to time.</b></p> <p><b><u>Economic Planning Division</u></b></p> <p><b>1. e-Samiksha / PRAGATI/VLMS</b></p> <ul style="list-style-type: none"> <li>• Tracking of items on e-SamikSha Portal</li> <li>• Updating action taken by MeitY on the portal</li> <li>• Preparation of briefs for Secretary/reviews</li> <li>• Any other work related to the subject</li> </ul> <p><b>2. Groups of Secretaries (Sectoral and Thematic)</b></p> <ul style="list-style-type: none"> <li>• Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY</li> <li>• Periodic updates on NITI Dashboard</li> <li>• Coordination with Rapporteur of Group/Cabinet Secretariat/ PMO for providing updated status of implementation of DAP of MeitY.</li> <li>• Preparation of briefs for Meetings of Group of Secretaries.</li> </ul> <p><b>3. References from PMO/Cabinet Secretariat.</b></p>			

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>4. Draft Notes for Cabinet/CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p>5. <b>Implementation of MeitY's Programmes and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same.</li> <li>• Monitoring of and maintaining Status Note on issues of MeitY pending with the State Government concerned and those of the State Governments pending with MeitY.</li> <li>• Preparation of State folders for use of MeitY/MoS/Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> <p>6. Miscellaneous matters as may be assigned from time to time.</p>			
10.	Sh. Piyush Kumar, Scientist B	<p><b>1. Preparation of Note on Initiatives of MeitY and progress in implementation of Programmes / Schemes of MeitY (All India Level)</b></p> <ul style="list-style-type: none"> <li>• Preparation of required Note for PMO/ Cabinet Secretariat/any other context.</li> <li>• Preparation of a tabular statement of Progress achieved with identified key indicators for Programmes and Schemes of MeitY.</li> <li>• Maintaining an updated status of these Reports on monthly basis as per requirement.</li> </ul> <p>2. Material for President's Address/FM'S Speech/Republic Day Address/ Independence Day Address etc.</p> <p>3. Reference from PMO Cabinet Secretariat.</p> <p>4. Draft Notes for Cabinet/CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p><b>5. Implementation of MeitY's Programme and Schemes in States.</b></p> <ul style="list-style-type: none"> <li>• Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update</li> </ul>	Sh. Vinod Kumar Joint Director		Link Officer: Sh. Piyush Kumar, Sci-B

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
		<p>of same.</p> <ul style="list-style-type: none"> <li>• Monitoring of and maintaining Status Note on issues of MeitY pending with the state Government concerned and those of the State Governments pending with MeitY.</li> <li>• Preparation of State folders for use of MeitY/MoS/Secretary for State visits.</li> <li>• Any other work related to the subject.</li> </ul> <p>6. Miscellaneous matters an may be assigned from time to time.</p> <p><b><u>ECONOMIC PLANNING DIVISION</u></b></p> <p><b>1. e-Samiksha – Modules Allocated</b></p> <ul style="list-style-type: none"> <li>• Digital India Progress Report</li> <li>• ATR on Observations and suggestions</li> </ul> <p><b>2. Groups of Secretaries (Sectoral and Thematic)</b></p> <ul style="list-style-type: none"> <li>• Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY</li> </ul>			