

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

Division/Section Name: E-Infrastructure

S. No.	Name & Designation of the officer	Allocation of Assignments	Reporting to	Assisted by	Remarks
1.	Sh. Dipak Singh, Sci.`F` & HOD (e-Infrastructure Division)	(i) All matters related to E-Infrastructure Division on all policies/scheme/projects (ii) Annual reports/Outcome budget/Parliament Question/of E-Infrastructure Division, (iii) Technical matters such as supervision of ongoing and new projects and policy matters with E-Infrastructure Division. (iv) Implementation of National IPv6 Deployment Roadmap version II in DeitY. (v) Any other work assigned by GC. (vi) Programme division of ERNET India (Technical matters). (vii) HoD of e-Learning Division (viii) Chief Vigilance Officer of C-DAC.	GC(SM) And GC(RB)	1) Shri V.K. Ahuja, Deputy Director 2) Smt. Meenakshi Agarwal, Scientist `C` 3) Dr. Santosh Kumar Pandey, Scientist `C` 4) Smt. Leelama George, PPS 5) Shri S.K. Tyagi, Section Officer 6) Smt. Durgesh Nandini, ASO	

2.	Smt. Meenakshi Agarwal, Scientist 'C'	<ul style="list-style-type: none"> (i) All matters related to Internet of Things (IoT) (ii) All matters related with Information Technology Investment Region (ITIR). (iii) All R&D projects in the E-Infrastructure Division. (iv) Redressing Grievance as Public Grievance Officer in respect of E-Infrastructure Division. (v) Appointed CPIO in respect of E-Infrastructure Division relating to RTI matters. (vi) Answering Parliament Questions, organizing PRSG, Working Group meeting and brainstorming session as and when required. (vii) Handling VIP references, letters received from PMO. (viii) Handling Misc Matters received from Coordination Division, EP Division like preparation of Annual Report, Outcome Budget, other tasks etc. (ix) Any other work assigned from time to time. 	HOD(E-Infra)	<ul style="list-style-type: none"> 1) Shri S.K. Tyagi, Section Officer 2) Smt. Durgesh Nandini, ASO 	On long leave (Maternity leave) from June, 2016 up to Nov., 2016
3.	Dr. Santosh Kumar Pandey, Scientist 'C'	<ul style="list-style-type: none"> (i) All matters related to National Policy on Universal Electronic Accessibility; (ii) All the tasks related to High level Advisory Committee on Accessibility; (iii) All the tasks related to website accessibility; (iv) All the tasks related to 'Accessible India Campaign' and Continuous co-ordination with Department of Empowerment of PwDs; for other related tasks. (v) All the tasks related to R&D Projects of accessibility (vi) Answering Parliament Questions, VIP references, letters received from PMO etc., related to accessibility; (vii) Public Grievances related to Accessibility; and (viii) Any other work assigned from time to time. (ix) Handling all the above assignment handled by Sci.'C'(MA) as additional charge since June, 2016 	HOD(E-Infra)	<ul style="list-style-type: none"> 1) Shri S.K. Tyagi, Section Officer 2) Smt. Durgesh Nandini, ASO 	

4.	Shri V. K. Ahuja Deputy Director	<p>i) Support for all Administrative & Financial Matters Pertaining to E-Infrastructure Division.</p> <p>ii) Issue of Administrative Approval, Sanction Orders for release of funds, follow up with A/Cs till transfer of funds to the Agencies and extension of duration of projects and issue of OM regarding Constitution of PRSG, Working Group etc.</p> <p>iii) Taking action for preparing reports IFD, formal closure of the Projects, Obtaining Outstanding UCs from the Project Agencies and sending to PAO, getting updated in their records, report, UCs etc.</p> <p>iv) Putting up notes for concurrence approval for extension/enhancement of outlays/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required.</p> <p>v) Submission of routine reports /returns/reports to the concerned etc.</p>		<p>1) Shri S.K. Tyagi, Section Officer</p> <p>2) Smt. Durgesh Nandini, ASO</p>	
5.	Shri S.K. Tyagi, Section Officer	<p>i) Support for all Administrative & Financial Matters Pertaining to E-Infrastructure Division.</p> <p>ii) Issue of Administrative Approval, Sanction Orders for release of funds, follow up with A/Cs till transfer of funds to the Agencies and extension of duration of projects and issue of OM regarding Constitution of PRSG, Working Group etc.</p> <p>iii) Taking action for preparing reports IFD, formal closure of the Projects, Obtaining Outstanding UCs from the Project Agencies and sending to PAO, getting updated in their records, report, UCs etc.</p> <p>iv) Putting up notes for concurrence approval for extension/enhancement of outlays/releases, draft replies</p>		<p>i) Smt. Durgesh Nandini, ASO</p>	

		<p>to VIP references, Audit matters, RTI matters, whenever required.</p> <p>v) Submission of routine reports /returns/reports to the concerned etc.</p>			
6.	i) Smt. Durgesh Nandini, ASO	<p>Support for all Administrative & Financial Matters Pertaining to E-Infrastructure Division.</p> <p>ii) Issue of Administrative Approval, Sanction Orders for release of funds, follow up with A/Cs till transfer of funds to the Agencies and extension of duration of projects and issue of OM regarding Constitution of PRSG, Working Group etc.</p> <p>iii) Taking action for preparing reports IFD, formal closure of the Projects, Obtaining Outstanding UCs from the Project Agencies and sending to PAO, getting updated in their records, report, UCs etc.</p> <p>iv) Putting up notes for concurrence approval for extension/enhancement of outlays/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required.</p> <p>v) Submission of routine reports /returns/reports to the concerned etc.</p>			