

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

(Half Yearly Report ending 30.06.2017) - Updated upto the date indicated against each Divisions/Sections

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
		<u>Pers.-I Section</u> <u>No.10(4)/2009-Pers.I Dated: 30-06-2017 (Page 10-11/C)</u>			
1.	Shri R.P. Pradhan, Director	Personnel & Establishment matters relating to all Officers / staff of MeitY.	Sh. Rajiv Kumar, Joint Secretary	Shri P. Victor Albuquerque, DD	
2.	Shri P. Victor Albuquerque, DD	Personnel & Establishment matters relating to all Officers/staff of MeitY.	Shri R.P. Pradhan, Director	1. Shri S.K. Ambasta, SO 2. Smt. K. Bhanu Hariharan, SO	
3	Sh. S.K. Ambasta, 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 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. Smt. Ritu, JSA 8. Sh. Munna, MTS	
		<u>PERSONNEL -II SECTION</u> <u>No. 21(1)/2016-Pers.II Dated: 17.07-2017 (Page 70-71/C)</u>			
1.	Shri R.P. Pradhan, Dir.	All matters of establishment relating to all Gazetted/Non Gazetted officials of MeitY	JS(Pers.)	Shri P. Victor Albuquerque, DD	
2.	Shri P. Victor Albuquerque, DD (Pers)	All matters of establishment relating to all Gazetted/Non Gazetted officials of MeitY	Dir(Pers.)	Smt. K. Bhanu Hariharan, Section Officer (P-II)	

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1.	2.	3	4	5	6
3.	Smt.K Bhanu Hariharan, Section Officer (P-II Section)	All matters of establishment relating to all Non Gazetted officials of MeitY	DD(Pers.)	Personnel – II Section 1. Smt.Kamlesh Kumari, ASO 2. Smt Reena Prakash, ASO. 3. Smt. Disha Soni, ASO. 4. Smt. Anita Kumari, ASO(On maternity leave April 2017 onwards) 5. Shri Sahbir, SSA 6. Shri Bhawani Ram Dikarwal, JSA 7 Shri Satyanarayn Badhai, JSA	
		Personnel- III Section <u>No.12 (2)/2017- P-III Dated: 10.7.2017 (Page No. 31-33/.C)</u>			
1.	Smt. V. Rajalakshmi, Section Officer (w.e.f. May, 2017)	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 Sanjit Choudhury, Deputy Director	1. Smt. Sunita Kharbanda, ASO 2. Shri Thaingmin Len Hoakip, ASO 3. Shri Pankaj Kumar Singh, ASO 4. Sh. Mohan Lal, SSA	
2.	Shri Sanjit Choudhury, DD	-do-	Shri R.P. Pradhan Director (P-III)	Smt. V. Rajalakshmi, SO	
3	Smt. Sunita Kharbanda, ASO	i. Processing of intimation/permission, maintenance/Processing of Annual Property Returns Status under Conduct Rules. ii. Re-verification of character & antecedent of officials working in sensitive divisions. iii. Review of cases under FR56(j) and Rules 48 to the CCS (Pension Rules) iv. Lokpal v. Periodical reports returns in r/o O&M Section vi. Maintaining of AWR in r/o scientist being considered in Review	Smt. V. Rajalakshmi, Section Officer		

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1.	2.	3	4	5	6
		Promotion vii. Processing case for payment of honorarium			
4	Shri Thaingmin len Hoakip, ASO	i. Review Promotion of S&T Officers ii. Extension of service of S&T officers iii. Framing of policy of S&T Officers iv. Representation of S&T officers regarding Review Promotions.	Smt. V. Rajalakshmi, Section Officer		
5	Shri Pankaj Kumar Singh, ASO	i. Court Cases ii. Disciplinary Cases iii. Submission of monthly reports on court cases and disciplinary cases iv. Obtaining and maintenance of ACRs/APARs and Mic-ACRs/ APARs of all the officials of MeitY. v. Representation relating to ACR/ APAR matters.	Smt. V. Rajalakshmi, Section Officer		
6	Shri Mohan Lal, SSA	i. Framing review of Recruitment Rules ii. RTI matters iii. Processing of weekly arrears statement, monthly pending cases iv. Processing of Monthly Action Plan v. Continues a liaison work - visiting to Govt. counsel, Ministry of Law & Justice and Govt. of India Press of RRs & Court matters/replies	Smt. V. Rajalakshmi, Section Officer		
		General Co-ordination Section <u>No.1(4)/2015-GC Dated: 21.08.2017 (Page 140A/C)</u>			
1.	Shri R.P.Pradhan, Director(GC)	Coordination of Personnel matters.	JS(Pers.)	D.D (GC Section)	
2.	Sh. Devendar Pal Chawla, DD	Coordination of Personnel matters.	Dir. (GC)	1. Shri Suresh Kumar, ASO 2. Shri Rajesh Kumar, ASO 3. Sh Raghbir Singh Rawat, JSA 4. Sh. Gordon C Amaw, (J.S.A) 5. Shri Rajesh Kumar, MTS	

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		<u>Autonomous Bodies Coordination Division</u> No. K-21014(12)/2013-ABCD Dated: 03-07-2017(Page 17-18/C)			
1.	Sh. Sanjit Choudhury, Deputy Director	<ol style="list-style-type: none"> 1. All matters relating to Personnel Policies in respect of all the Autonomous Bodies under the control of MeitY. 2. All matters pertaining to appointment of Chief Executives. 3. Constitution / Reconstitution of Governing Council, CC/ECOD etc. and Finance Committee Meeting of all Autonomous Bodies. 4. Foreign deputation proposals of Chief Executives of Autonomous Bodies. 1. Laying of Annual Reports in both the houses of Parliament in r/o all the Autonomous Bodies. 5. Recruitment Rules in r/o CEOs of the Autonomous Bodies. 6. Dealing with VIP references in r/o all the Autonomous Bodies. 7. Representation/complaints/court cases in r/o all Autonomous Bodies. 8. Dealing with parliament questions in <ol style="list-style-type: none"> 2. Respect of Autonomous Bodies and sending draft replies. 9. General Coordination work relating to <ol style="list-style-type: none"> 3. All the Autonomous Bodies. 10. Submission of periodical reports / <ol style="list-style-type: none"> 4. Returns, etc. 11. Residual aspects of ET&T. 5. Court cases, representations /complaints of ESC. 	Director (Shri R.P. Pradhan)	<ol style="list-style-type: none"> 1. Smt Neena Talwar, Section Officer 2. Sh. Sunny Kumar ASO 3. Smt A.M. Selvi, ASO 4. Sh. Aman Kumar, ASO 5. Smt Shashi Bala, SSA 	
		<u>MS (O&M) SECTION</u>		6.	
1.	Shri R.P. Pradhan, Director	<p>Overseeing observance of Organizational and paper management aspects in respect of MeitY.</p> <p>All matters relating to MS(O&M) in MeitY and its Attached Offices and other constituents units under the control of MeitY</p>	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 R.P. Pradhan Director	1. Shri Naresh Kumar, SO	
3.	Shri Naresh Kumar, SO	<ol style="list-style-type: none"> 1) The matters related to Allocation of Business Rules 2) The matters related to Delegation of Financial and Administrative Powers in MeitY. 3) 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. 	Shri P.V. Albuquerque, DD	<p>Shri Jay Singh, Stenographer</p> <p>Smt. Asha Pandey, SSA</p>	

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1.	2.	3	4	5	6
		4) Tendering advice to Sections in MeitY on MS(O&M) aspects and Interpretation of various provisions of MOP, simplification of Rules/Procedures 5) Drawing/updation of various Organisational Charts and background material in respect of MeitY. 6) Other matters as assigned by the Superior officers.			

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.
	<u>Finance-I</u>	<u>Integrated Finance Division</u> No. 4(21)/2016-Budget Dated 31.07.2017 (pg.125-126)			
1.	Shri S.K. Arora Deputy Director	1. Service related matters in respect of MeitY Personnel such as pay fixation revision of pay etc. 2. Conversion of Temp post into permanent posts. 3. Deputation Cases 4. Proposals for sponsorship/delegation deputation abroad. 5. Processing of investment proposals such as SFC/EFC/SIB. 6. Security/Examining of new project proposals and their submission to AS&FA/Secretary/Hon'ble Minister. 7. Release of funds to various sanctioned schemes after examining as per GFR/DEPR. 8. Scouting of R&D project proposals for release of grant-in – aid/Loan. 9. Cases relates to payment of Honorarium. 10. Scrutiny of Bank guarantees bond, MOUs MOAs in respect proposals. 11. Disposals of reference received from other Ministry/ Deptt. Of Grant-in-Aid 12. Evaluation/Advice on Tender documents received from General/Engg Section Library of MeitY 13. Issuing instructions on Various Economy measures as received from Ministry of Finance 14. Hire/Purchase of furniture office equipments Liveries, General items	Smt. C.K. Bajaj, Director (Finance)	1. Smt. A Padmavathi, SO 2. Smt. Sushma, Rani, ASO 3. Shri Mahender, ASO	w.e.f. May, 2017

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1.	2.	3.	4.	5.	6.
		15. Disposal/Condemnation, writing off of losses 16. Submission of various returns/reports to O&M section MOF etc. 17. Internal Administration/Coordination 18. Dak receipt, issue & maintenance of all registers 19. Monitoring of grants release to various project implementing Agency.			
		<u>Finance-II</u> No. 4(21)/2016-Budget Dated 31.07.2017 (Pg.123-124)			
1.	Smt. Deepa Chhabra, Section Officer	1) Examining / processing the proposals relating to release of Grant-in-aid (Plan & Non-Plan) 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 MLA/NICSI/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/MLA/NICSI/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 (Fin)	Shri Manish Kumar Panwar	
		<u>Budget Section</u> No. 4(21)/2016-Budget Dated 31.07.2017 (Pg.122-121)			
1.	Sh. D.S. Rawat, SO	1. Preparation of Demands for Grants. 2. Preparation of various statement 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.	Shri M.P Singh Deputy Director	Sh. Deba Prasad Das, ASO	

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1.	2.	3.	4.	5.	6.
		5. Preparation of RE for Pre- Budget Meeting. 6. Preparation of Final SBE. 7. Preparation of Supplementary Demands for Grants. 8. Preparation of re-appropriation Orders/Surrenders Orders. 9. Processing of Outcome Budget.			
2.	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, Junior Secretariat Assistant	
3.	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, Sr. Secretariat Assistant	
		<u>D&D Section</u> No. 4(21)/2016-Budget Dated 31.07.2017 (Pg.118-120)			
1.	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.	Smt. Meenakshi kumar, Drawing & Disbursing Officer	Shri Mohinder Pal Singh, Deputy Director	

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1.	2.	3.	4.	5.	6.
		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"> • Preparation of salary Bills. • Maintaining of PBRs. • Preparing bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances. • Preparation of Arrears bill, as per Govt. directions. • Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. • Issue of Last Pay Certificates. • Calculation of Income Tax and preparation of Form 16 			
2.	Shri Bhoop Singh, ASO	i. Following matters in r/o all S&T officials of MeitY: <ul style="list-style-type: none"> • Preparation of Salary Bills. • Maintaining of PBRs, • Preparing bills for Medical Claims, Tuition Fees bills EL Encashment, Advances. • Calculation of Income Tax and preparation of Form 16 • Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension. • Issue of Last Pay Certificates. • Preparation of Arrears bill, as per Govt. directions. • Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. • Verification of GPF Statement and preparing bills for GPF advance/withdrawal. 	-do-	-do-	
3.	Shri Dharmender Kumar Verma, ASO	1. Following matters in r/o IAS Officers, Sr. Officers (Non Tech) (Group A), Section Officers of MeitY; CERT In and CCA officials: <ul style="list-style-type: none"> • Preparation of Salary bills. • Maintaining of PBRs. • Preparation bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances. • Calculation of Income Tax and preparation of Form 16 • Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension • Issue of Last Pay Certificates. • Preparation of Arrears bill, as per Govt. directions. • Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. • Verification of GPF Statement and preparing bills for GPF 	-do-	-do-	

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1.	2.	3.	4.	5.	6.
		advance/withdrawal. <ul style="list-style-type: none"> Communicating with various authorities relating to GPF and other remittances in r/o IAS officers. 			
4.	Shri Ravinder singh, SSA	1. Following matters in r/o isolated posts of MeitY and STQC hqr : <ul style="list-style-type: none"> Preparation of Salary bills. Maintaining of PBRs Preparation bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances. Calculation of Income Tax and preparation of Form 16 Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension Issue of Last Pay Certificates. Preparation of Arrears bill, as per Govt. directions. Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. Verification of GPF Statement and preparing bills for GPF advance/withdrawal. 2. Audit Related matters 3. All matter relating to reports and returns 4. Matters relating to Inspection of D&D Section	-do-	-do-	
5.	Shri Ajay Parve, SSA	i. Following matters in r/o SSA, PPS PA and Stenographers of MeitY : <ul style="list-style-type: none"> Preparation of Salary bills. Maintaining of PBRs Preparation bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances. Calculation of Income Tax and preparation of Form 16 Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension Issue of Last Pay Certificates. Preparation of Arrears bill, as per Govt. directions. Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. Verification of GPF Statement and preparing bills for GPF advance/withdrawal. 	-do-	-do-	
6.	Shri Maheshanand, Cashier / SSA	i. Following duties as Cashier : <ul style="list-style-type: none"> Preparation of acquaintance roll and Daily Cash Book. Encashment of cheque and disbursement of cash to the concerned official. Deposition of cash receipts in the Bank. 	-do-	-do-	

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1.	2.	3.	4.	5.	6.
		<ul style="list-style-type: none"> • Maintaining contingent vouchers and its payments. 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 iii. Coordination of Income Tax matters with CA and getting the correct TRACES in r/o all officials of MeitY: iv. Following matters in r/o ASO of MeitY: <ul style="list-style-type: none"> • Preparation of salary Bills. • Maintaining of PBRs • Preparing bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances • Calculation Income Tax and preparation of Form 16 • Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension • Issue of Last Pay Certificates. • Preparation of Arrears bill, as per Govt. directions. • Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. • Verification of GPF Statement and preparing bills for GPF advance/withdrawal. 			
7.	Smt. Amarjeet Kaur Kakkar, ASO	<ul style="list-style-type: none"> i. Preparation and maintaining Registers relating to the Funds allocated to the Ministry ii. Preparation of Salary bills of MeitY, STOC CCA, Cert In iii. Processing and carrying out TDS deductions, wherever required iv. Preparation of Grant-in-aid Bills, after due verification 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 Programe Divisions in PFMS portal for processing the bills online. 	-do-	-do-	
8.	Shri Jagdev Singh, Office Assistant	<ul style="list-style-type: none"> i. Following matters in r/o MTS and JSA OF MeitY : <ul style="list-style-type: none"> • Preparation of Salary bills. • Maintaining of PBRs • Preparation bills for Medical Claims, Tuition Fees bills, EL Encashment, Advances. • Calculation of Income Tax and preparation of Form 16 • Preparation of bills relating to Gratuity, Leave Encashment, CGEGIS and commutation of Pension • Issue of Last Pay Certificates. 	-do-	-do-	

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1.	2.	3.	4.	5.	6.
		<ul style="list-style-type: none"> Preparation of Arrears bill, as per Govt. directions. Monitoring of deduction of CGEGIS, Licence Fee and NPS contributions. Verification of GPF Statement and preparing bills for GPF advance/withdrawal. 			

III SUPPORT 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
		General Administration Division: General-I Section <u>No.J-15021/2/2015-Gen-I Dated: 29.06.2017 (Page 3-6/C)</u>			
1.	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. iii) Matter relating to RAX facility/directory. iv) Case of telephone facility to non-entitled officers/staff on functional basis. v) Reimbursement and payment of residential, Mobile, Internet, Data card connection including the bills of ICERT. vi) RTI and related issues. vii) Parliament Question and audit matters. viii) Other any work assign time to time.	Sh. Rajesh Lugun, Section Officer		
2.	Sh. R.K.Meena, 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) Liaison work with Xerox Room vi) Matter related to hired vehicle. vii) Preparation and uploading of all tender documents. vii) Any other work assigned from time to time.	Sh. Rajesh Lugun, Section Officer		
3.	Sh. Anand Singh,	Over All supervision of Govt. Vehicles and Staff Car Driver	Sh. Rajesh Lugun,	Smt. Suman Rani,	

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	Transport Supervisor	<ul style="list-style-type: none"> 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 through auction. (**) iii) Arrangement of MHA and Parliament passes for staff cars. (**) iv) Maintenance of expenditure records of each vehicle towards repairs, POL etc., (***) v) Matter relating to staff cars and Staff Car Drivers, POL OTA, Log Book and related to audit matter etc. (**) vi) Submission the periodically inspection report of Govt. Vehicles. vii) Washing of towels, seat covers of staff cars, curtains, bed sheets, etc. viii) Other any work assign time to time. 	Section Officer	JSA	
4.	Smt. Manjeet Kaur, JSA	<ul style="list-style-type: none"> i) Reimbursement of news paper bills. ii) Purchase and issue of summer and winter liveries to entitled Group C&D staff and matter of washing allowance. 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 imprest money. x) all periodical report/returns xi) Matter related to budget allocation and expenditure record etc. xii) Matter pertaining to payment of set-up box/recharge and cable connections/television related issues. xiii) Other any work assign time to time. 	Sh. Rajesh Lugun, Section Officer		
5.	Sh. Chander Shekhar, Office Assistant	<ul style="list-style-type: none"> i) Issue of Gate Passes for returnable/Non returnable item/equipments etc. ii) All receipt jof Dairy and Dispatch. iii) Maintenance of all recoed 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) Any other any work assign time to time 	Sh. Rajesh Lugun, Section Officer		

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1.	2.	3	4	5	6
6.	Sh. Bhagwan Das, JSA	i) To register and maintain complaint register in the EPABX Room of MeitY. ii) To collect of official/residential telephone bills iii) To deposit payment of all telephone bills. iv) Lessening work with MTNL/BSNL. v) Other any work assign time to time	Sh. Rajesh Lugun, Section Officer		
7.	Sh Rajeshwar Prasad, MTS	i) Work relating to delivery of dak, Xeroxing etc. ii) Diary/dispatch work whenever required iii) Any other work assigned by the officer concerned			
		Conference Room			
1.	Sh. Sharwan Kumar, SSA	i) To arrange meetings in Conference Room No. 1007 & 1008. ii) To upkeep the equipments installed in these conference rooms. iii) To arrange meeting in Conference Room No. 4009 & 4062. iv) To upkeep the equipments installed in these conference rooms	Sh. Rajesh Lugun, Section Officer	Sh. Anand Singh, Xerox Operator for (iii) & (iv)	
		Xerox Room			
1.	Sh. Chandeshwar Saha, Sr. Roneo Operator	i) Cyclostyling work, Photocopier, punching and binding work of the Department.	Sh. Rajesh Lugun, Section Officer	Sh. Mahinder Singh, Xerox Operator	
3.	Sh. Yogender Prasad, Xerox Operator	i) Cyclostyling work, Photocopier, punching and binding work of the Department.	Sh. Rajesh Lugun, Section Officer	Sh. Naresh Chand, Xerox Operator	
		General -III Section No.9(1)/2017-G-III Dated: 25.7.2017 (Page 98-99/C)			
1	Shri Ramesh Kumar (Section Officer)	i) Overall supervision of Section ii) Matters related RTI* iii) Matters related to Public Procurement Policy* iv) Matters related to Integrity Pact*	JD(BDS)	Shri Rajiv Sharma, ASO	
4.	Shri Vikas, JSA	i) Purchase of Brief Cases/Leather bags ii) Purchase of Medicines. iii) Purchase of Reference Books, Monthly/Annual Swamy's News, Excel Time Table. iv) Purchase of Stationery items. v) Purchase of Gift Items. vi) Purchase of Crockery, Wall Clock, Torch, Calculators and other Miscellaneous items vii) Purchase of Technical Equipments viii) Purchase of Electronic/Electric Equipments ix) Purchase of Computer/Electronics equipments related spares. x) Purchase of Technical consumables and miscellaneous items	Shri Ramesh Kumar, 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
		xi) Purchase of Furniture and Fixtures xii) Purchase of Computers, Printers, scanners, software and other related Accessories. xiii) Periodical Reports>Returns to Hindi & other sections etc. xiv) OPA/Diary/Dispatch, Typing, Computer Entries of Diary, Maintenance of Purchase Orders & Expenditure Records. xv) Verification of invoices of these items and release of payment after scrutiny with respect to the purchase orders, adjustment of advances, if any. xvi) Matters related to Parliament Questions and VIP References xvii) Coordination with Stores for gift items & G-I section for imprest money xviii) Matters related to Budget and Audit xix) Any other work which may be assigned from time to time *To be assisted by Shri Vikas, JSA. 1. All concerned are directed to hand over the requisite records/files as per above work distribution. 2. The work-distribution will come into force with immediate effect.			
5	Shri Jagpat, MTS	i) Delivery of Dak/Files ii) Photocopying and other miscellaneous work etc.	Shri Ramesh Kumar, SO		
		Protocol Section No. 3(1)/2013-Protocol Dated: 04.07.2017 (Page 26-28/C)			
1.	Shri Rajesh Lugun Section Officer	Overall supervision and Management of protocol section (Additional Charge)	JD & CSO Sh. B.D.Sharma	1. Sh. Krishan Chand, SSA 2. Shri Rajeev Sharma, ASO 3. Sh. Adhil Rashid, JSA 4. Shri S.K. Saxena, MTS	
2.	Sh. Krishan Chand, SSA	1. Matters relating to procurement of air tickets to Minister / MOS/ his personal staff and officers of DeitY. 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 DeitY for performed their Domestic and International tour. 4. Booking of air tickets in the absent of concerned Dealing Hnd.			

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
		5. Any other work assigned by Officers concerned			
3	Sh. Rajeev Sharma, ASO	<ol style="list-style-type: none"> 1. Providing protocol courtesy to Ho'ble MCIT/ MOS (C&IT)/ Secretary and Foreign Delegation at Airport and also receive the delegation visiting this Dept. for participation in the meetings, seminars, symposiums etc. 2. Providing passports (Diplomatic/Official)/ Revalidation / Renewal and obtaining Visa Note from MEA 3. Providing VISA from various Embassies 4. Safe Custody of Diplomatic / Official / Personal Passports 5. Any other work as assigned by the Senior Officers 			
4	Sh. Adhil Rashid, JSA	<ol style="list-style-type: none"> 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 			
5.	Sh. S.K. Saxena MTS	<ol style="list-style-type: none"> 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. 			
		Crisis Management & Fire No. 11(1)/2014 - Fire Dated: 07.07.2017 (Page 29-30/C)			
1.	Sudershan Kumar, SO(Fire)	<ol style="list-style-type: none"> 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-ordination of CPWD. 9. To conduct fire mock drill and demonstration classes to create. 	JD & CSO	Nil	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
		awareness among the occupants in co- ordination of Delhi Fire Service. 10. To attend all emergency calls during on duty and off duty hours. 11. To prepare proposals for creating fire incident free and safe. environment for the occupants of Electronics Niketan building. 12. All duty and responsibilities of SO/Security in additional.			
		CR & Archivals Section No.1(1)/2017-CR&A Dated 17.07.2017 (Pg.73-74/C)			
1.	Sh. Ramesh Chand (SO)	All matter relation to CR&A Section	JD(BDS)	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 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	--	
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. T.K. Arora D/R	All out side dak to be delivered by hand at the destination	-do-	--	
7.	Sh. Pawan Kumar D/R	-do-	-do-	--	
8	Sh. Pravin Kumar D/R	-do-	-do-	--	
9.	Sh. Vijender, MTS	Delivered the postal franked dak. To the post office & distribution of incoming dak in building.	- do-	--	
10	Sh. Ram Singh, MTS	-do-	- do-	--	
11.	Sh. Rajesh Kumar, MTS	-do-	- do-	--	
		ENGINEERING AND B.M. SECTION No. 1(13)/2015- Engg. Section Dated: 16.1.2017 (Page C) -Old data			
1	Shri Ravi Prakash Pradhan, Director	Engg. & BM Section Matters	JS(RK)	JD(BDS)	
2	Shri B.D.Sharma, Joint Director (Bldg)	Overall In-charge of Engineering and B.M. Section	Dir.(RPP)	Shri K. Basavaraja, AE(Civil) Smt. Jacqueline Lall, SO Smt. Suman Rani, JSA Ms. Jyoti Arora, Steno	

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
				Shri Arun Sakya, Steno	
	Shri K. Basavaraja, AE(Civil)	<p><u>Engineering Section</u> <u>For Civil Works :</u></p> <p>All Civil works matters of Electronics Niketan having an area 4, 00,000 Sq.ft. & other DeitY organizations, which include the following.</p> <ul style="list-style-type: none"> - Processing of case for preliminary estimate, issue of work order for new works & annual repair & maintenance. - Tender procedure & evaluation of tender - Execution of work order/monitoring to ensure proper execution - Certification of payments of bills - Coordination with other organization i.e. NDMC, MCD, L&DO, CPWD relating to execute of Work - The maintenance, efficient utilization of assets of building fittings, fixtures. - Any other matter specially assigned. - Court case relates to Engineering Section. <p><u>For Electrical Work:</u></p> <ul style="list-style-type: none"> - All matters relates to Civil & Electric works, consultancy repair & maintenance, addition/alternation in Electronics Niketan and other DeitY organizations. - All electrical matters in relation to Electronics Niketan, which includes Annual repair and maintenance. - Processing of case for preliminary estimate, issue of work order for new works / annual repair & maintenance. - Tender procedure and evaluation of tender. - Execution of work order / monitoring to ensure proper execution. - Certification of payments of bills. - Coordination with other organization. i.e. CPWD, BSES (DVB) also. - Utilities and their maintenance, bills etc. - Contract management in respect of Maintenance periodical services, Air-conditioning etc. UPS/Water Coolers including Emergency Power Supply DG Sets. - Maintenance of Air-conditioners, DG set. - Certification & payment of electricity bills. - Operation & Maintenance of area of ICERT, CCA area round the clock i.e. 24X7 hours basis <p><u>For Horticulture Job:</u></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
	Smt. Jacqueline Lall, SO	<ul style="list-style-type: none"> - Processing of case for preliminary estimate, issue of work order for new works & annual repair & maintenance. - Tender procedure & evaluation of tender - Executions of work order/monitoring to ensure proper execution. - Maintenance of Lawns/Gardens including provision & maintenance of plants, trees etc. - Supervision & certification for payment of bills - Arrangement of Buckets, flowerpot for VIP/Senior Officers including Conference/Meetings. - Provision & their maintenance of outdoor / indoor plants for Electronics Niketan <p>BM Section:</p> <ul style="list-style-type: none"> - Processing of case from preliminary estimate, issue of work order for new works & annual repair & maintenance. - Tender procedure & evaluation of tender. - Execution of work order/monitoring to ensure proper execution. - Maintenance & upkeep of Electronics Niketan including upkeep of surroundings, having area 40000 Sq. ft. toilets, 80 nos. etc. Centrally air-conditioning - Supervision & certification for payment of bills - Allotment of Office Accommodation. - Assistance in shifting of furniture/equipment/machines & supervision & control of Farashes. - Recovery of Rent and charges from other DeitY organizations 			
Parliament Section - (Page 72/C)					
1.	Shri Vinod Kumar, Joint Director	Parliamentary work/RTI/Grievance matters.	Sr. Eco. Advisor (Dr. Seema Gaur)	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	JD(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
		राजभाषा अनुभाग सं.12(1)/2013-हि.अ. दिनांक- 30.06..2017 (पेज नं. 16/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 (राजभाषा)		
4.	श्री पदम सिंह, निजी सचिव	कम्प्यूटर टंकण एवं आशुलिपि	श्री जगदीश गोकलानी, संयुक्त निदेशक (राजभाषा)		
5.	श्रीमती रचना नेमा, वरिष्ठ अनुवादक	अनुवाद कार्य एवं राजभाषा संबंधी कार्यान्वयन	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
6.	श्री पप्पू कुमार साहु, कनिष्ठ अनुवादक	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)		
7.	श्रीमती ममता, कनिष्ठ अनुवादक	श्री शिव कुमार निगम, उप निदेशक (राजभाषा)	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)		
IV		SUPPORT DIVISIONS/UNITS			
		Vigilance Unit No.9(3)/2017-Vig Dated: 24.07.2017 - (Page 96-97/C)			
1.	Dr. Ajay Kumar AS&CVO	As per allocation of work vide Office Order No. M-11012/1/2005-MS(O&M) dt. 27.06.2005 Amendment of from time to time	Secretary MeitY	DD (Vig. Unit)	
2.	Smt. Ansa John, DD	-do-	AS&CVO	So(Vig.)	

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.	Shri C.S. Arya, Section Officer	-do-	DD (Vig.)	One – ASO One – SSA One : MTS	
		<u>RTI & PG Cell</u> <u>No.3(2)/2014-PR&PG Dated: 30.06.17 (Page 12/C)</u>			
1.	Shri Vinod Kumar, Joint Director	Public Grievance and RTI matters	Sr. Economic Advisor	Smt. Ashma Gandhi, SO	
2.	Smt. Ashma Gandhi, Section Officer	Public Grievance and RTI matters	JD(VK)	NIL	
		<u>Information & Documentation Centre</u> <u>No.O-20/1/2013-I&DC Dated:5.6-2017 (Page 24-25/C)</u>			
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. Supervision of I&DC etc Subscription of E-Journals as MCIT Consortium Platform.	DD (I&DC)	Sh. Ashish Kumar, MTS	

V. R&D in ELECTRONICS, R&D in INFORMATION TECHNOLOGY, Cyber Security R&D 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
		<p>Electronics System Development and Application Division (ESDA) No. 9 (9)/2012-ESDA Dated: 22.02.2017 (Page No. /C)-Old data</p>			
1.		<p>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.</p>	GC(R&DE)		
2.	Shri Tara Shanker, Sci-F	<p>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. 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</p>	Sci-G (PC)	<p>Sh. Abhishek Aggarwal, Sci-B Sh. Om Krishan, Sci-B Smt. Anita Gupta, PPS</p>	
3.	Shri Ramashray Prasad, Sci-F	<p>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.</p>	HoD, ESDA	Smt. Manju Sapra, PS	

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer)	Remarks
1.	2.	3	4	5	6
4.	Shri Abhishek Aggarwal, Sci-B	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 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. 	Joint Director(RKJ)	Shri Sukhpal Singh Chauhan, ASO Smt. Sumitra Devi, MTS	
		Innovation and IPR Division			
		<u>MeitY/IPR/3.1/95/2017 Dated: 31.01.2017 pg/(C)- Old data</u>			
1.	Dr. A.K. Garg, Scientist 'F'	<ul style="list-style-type: none"> a) Consideration and examination of applications for grant of Patent, Trademarks and Copyright. b) Consideration of proposals for financial support under IP Awareness Programme and release of grants. c) Consideration of claims under SIP-EIT Scheme and release of funds in accordance with the provisions of the scheme. 	GC(R&D) in Electronics)	Smt. Manmohan Kaur, PA Sh. Jagbir Singh, 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
		d) Consideration of proposals for release of grants-in-aid to grantee institutions for R&D Project e) Technology Incubation and Development of Entrepreneurs (TIDE) Scheme f) Multiplier Grant Scheme g) Any other assignments from time to time from the GC			
2	Smt.R.K.Juneja, Joint Director	a) To provide administrative and financial support to IPR Division b) Administrative matters related to sponsored R&D project c) Matters related to Right to Information Act. d) Internal coordination, periodic reports and returns, Audit Matters and Parliamentary Matters e) Any other assignments from HOD/GC (R&DE) from time to time	GC(R&DE/IT)	Shri Medhavi Singh, Section Officer	
3	Shri Medhavi Singh, Section Officer	a) To provide administrative and financial support to IPR Division b) Administrative matters related to sponsored R&D project c) Matters related to Right to Information Act. d) Internal coordination, periodic reports and returns, Audit Matters and Parliamentary Matters e) Any other assignments from HOD/GC (R&DE) from time to time	Dr. A.K. Garg, Scientist 'F' Smt.R.K.Juneja, Joint Director		
		High Performance Computing Division <u>No.4(2)/2013-HPC Dated: 10.07.2017 (Page 45-47/C)</u>			
1.	Shri S.A. Kumar, Sci- 'F'	1. HOD, HPC Division 2. National Super Computing Mission (NSM) 3. Technical Coordination of C-DAC; 4. Promotion of R&D and Innovation in: • Green computing • Digital Preservation 5. CPIO for R&D in IT Group 6. Any other assignment, assigned by GC from time to time.	Dr.(Debashis Dutta) GC(R&D in IT)	Sh. Naveen Kumar, Sci.- 'C' Sh. Shiv Ram Das, PPS Sh. Hetram, MTS	
2.	Sh. Naveen Kumar, Scientist 'C'	1. Assist HOD-HPC in • National Super Computing Mission • Technical Coordination of C-DAC 2. Monitoring of ongoing sponsored R&D projects in HPC and ICT areas 3. E-samiksha for HPC division 4. Nodal officer of R&D in IT Group for • MeitY Website • Database of projects 5. Matters related to annual Plan, Annual Report, outcome Budget etc. 6. Any other assignment, assigned by HOD from time to time.	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
		<u>Electronics Materials & Components Development Division</u> <u>No.3 (15)/2017-EMCD Dated: 07.07.2017 (Page No. 36-39/.C)</u>			
1.	Smt. Swaran Lata, Scientist 'G' & HOD (EMCD)#	<ol style="list-style-type: none"> 1. Evolving, Projects, & co-ordination of the activities under Electronics Materials and Components Programme. 2. Inputs for EMCD on financial matters etc. 3. Over all consolidation of EMCD Division with respect to Formulation Term plan, RFD, outcome Budget, Finance. 4. Member in EMCD/ Photonics Working Group 5. Interaction with User agencies, Industry etc. 6. Co -ordination of activities of C-MET Society from MeitY on issues related to technical, administration & finance. 7. Member, C-MET Executive Committee 8. Any other activity assigned by HOD(EMCD) 	Dr. Debashis Dutta, GC (R&DE/IT)	<p>h) Dr. Sandip Chatterjee, Sci-'F' and OSD to Secretary</p> <p>iii) Kamini Manchanda, PS</p>	
2	Dr. Sandip Chatterjee, Scientist 'F', Officer-in-charge & OSD to Secretary @	<ol style="list-style-type: none"> 1. To provide technical inputs to formulate strategies/policies on issues like electronics waste, RoHs etc. for providing inputs to MoEF & CC, PMO, Parliament, etc. 2. Organization and management of Working Groups on Component, Material & e-Waste and Photonics. 3. To conceptualize, evolve, monitor & implement R&D projects as Member Convener including PRSG meetings. 4. Technical studies in various areas of Electronics Materials & Components and Photonics Division 5 Preparation of articles, status report on emerging technologies & its dissemination to evolve R&D strategy in Indian environment. 6. Responsible to conceptualize, evolve, and initiate E-Waste awareness program under Digital India Initiative 7. Organising working group of e-Waste to facilitate policy initiatives to MoEF & CC and other Government Departments 8. Any other activity assigned by HOD(EMCD) 	HOD(EMCD)	<p>Dr. Sankha dip Das, Sci-'C'</p> <p>Shri Surendra Gotherwal, Sci 'B'</p> <p>Smt. Renu Tayal, PS</p>	
3.	Dr. Sankha dip Das, Scientist 'C' *	<ol style="list-style-type: none"> 1. To conceptualize, evolve, initialize, monitor & implement R&D projects in the area Electronics Materials, Components, E-Waste and awareness programs 2. Produce Technical studies, status report and articles in the area of Power Electronics, Photonics and emerging technologies. 3. To provide technical inputs to formulate strategies/policies on various issues related to electronics. 4. To represent EMCD Div. In Library committee for purchasing book, journals etc. 5. Handling of all IPR related issues of EMCD. 	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
		<ul style="list-style-type: none"> 6. Response to Audit Paras. 7. Release of Grants-in-aid funds for respective projects 8. Matters relating to Citizen Charter, E-Samiksha and Parliament Question. 9. Any other activity assigned by HOD(EMCD) 			
4.	Shri Surendra Kumar Gotherwal, Scientist 'B'	<ul style="list-style-type: none"> 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 activities assigned by HOD(EMCD) 	Dir.(EMCD)	-	
5.	Smt. R.K. Juneja, Joint Director\$	<ul style="list-style-type: none"> 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&DE)/HOD(EMCD) 	Dr. Debashis Dutta GC(R&DE/IT)	Shri R.P. Dangwal, Section Officer	
6	Shri R.P. Dangwal, Section Officer%	<ul style="list-style-type: none"> 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&DE)/HOD (EMCD). 	Smt. R.K. Juneja, Joint Director	Smt Rakesh Atri, ASO	

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1.	2.	3	4	5	6
		<p># In addition to this charge SD(SL) is also holding additional responsibilities of TDIL Division.</p> <p>@ Also holding additional charge of OSD to Secretary, MeitY.</p> <p>* Having additional responsibility of Digital Infrastructure & Connectivity.</p> <p>\$ Looking after R&DE/IT/CC&BT/TDIL/Cyber Security R&D Division/PhD Scheme.</p> <p>% Having additional responsibilities of ME&HI Division and Cyber Security R&D Division.</p>			
		<p>Microelectronics Development Division (MDD) <u>No. 15 (1)/2011-MDD Dated: 17.07.2017 (Page No. 65-69/C</u></p>			
1.	Smt. Sunita Verma, Scientist 'F' & Officer-in Charge	<ul style="list-style-type: none"> • Overall Coordination of the Division's activities towards technical, financial and other manageable issues • Promotion of R&D in the area of Microelectronics, MEMS, SMDP-C2SD • Overall Coordination of special Manpower Development Program for Chips to System Design (SMDP-C2SD) • As Member Secretary of PRSG, Review and Steer the on-going R&D projects in Microelectronics & MEMS along with providing administrative support • Coordination with other industries/Ministries in the area of work. • Parliament Questions, Audit matter, RTI, Citizen Charter, e-Samiksha • Any other assignment from HoD/GC(R&DE) from time to time • Representing MeitY in various committees • Deal with BIFR/AAIFR/ Arbitration case 	<p>i) Smt. Alpna Dey, Scientist 'G' upto 23rd May, 2017</p> <p>ii) GC(R&DE) W.e.f 24th May, 2017</p>	<ul style="list-style-type: none"> • Smt. Renu Gulati, Private Secretary 	
2	Shri Nishit Gupta, Scientist 'C'	<ul style="list-style-type: none"> • Member Secretary Working Group on Microelectronics • As Member Secretary of PRSG, Review and Steer the on-going R&D projects in Microelectronics & MEMS along with providing administrative support to the Department • Evolving and coordinating /microprocessor development activity • Evolving project for navigation India constellation (NabIC), • Activities assigned related to Special Manpower Development Program for Chips to system Design (SMDP-C2SD) • Bilateral/ International Cooperation Preparation of Annual Plan, Annual Report, Result Framework Document, Outcome Budget etc. • Regularly updating Microelectronics Development Division Data on website for matters related to Inputs for related to RTI, Parliament Question, VIP reference etc. 	Smt Sunita Verma, Scientist 'F' & Officer – in –Charge		

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	Shri Om Krishan Singh, Scientist 'B'	<ul style="list-style-type: none"> As Member Secretary of PRSG, Review and Steer the on-going R&D projects in Microelectronics & MEMS along with providing administrative support to the Department As Member Secretary for SMDP-C2SD projects, monitor and review the cluster project activities. Activities assigned related to Special Manpower Development Program for Chips to System Design (SMDP-C2SD) Creation and Maintenance of database for sponsored R&D projects (regular inputs to be taken from other scientists of the Div.) Regularly updating Microelectronics Development Division Data on website for matters related to Inputs for e-samiksha, state folder, Annual report. 	Smt. Sunita Verma, Scientist 'F' & Officer-in-Charge		He has been assigned to provide the support in respect of the project entitled "Microprocess or Development Programmer " and report to SD(SA) w.e.f 11th April, 2017
4	Smt. R.K.Juneja, Joint Director	<ul style="list-style-type: none"> To provide Administrative and Financial Support. Administrative matters related to R&D projects Administrative matters related to Special Manpower Development Program for Chips to System design (SMDP-C2SD). Liquidation of Utilization certificates. Matters related to Right to Information Act. Parliament Questions Matters related to Audit. BIFR/AAIFR/Arbitration cases/Court Cases (Files submitted through Smt. Sunita Verma, Scientist-F) Maintenance of data in respect of grants-in-aid Periodical Reports Any other related activity/work assigned from time to time. 	GC(R&DE)	Smt. Meena Kumari. S, Section officer (additional Charge)	Addition al charge of R&D in IT/CC&B T/TDIL/ Cyber Security and Ph.D Scheme
5	Smt. Meena Kumari S., SO (additional charge)	<ul style="list-style-type: none"> To provide Administrative and Financial Support. Administrative matters related to R&D projects Administrative matters related to Special Manpower Development Program for Chips to System design (SMDP-C2SD). Liquidation of Utilization certificates. Matters related to Right to Information Act. Parliament Questions Matters related to Audit. BIFR/AAIFR/Arbitration cases/Court Cases Maintenance of data in respect of grants-in-aid Periodical Reports Custody of all files & records. Any other related activity/work assigned from time to time. 	Smt. R.K.Juneja, Joint Director	1. Shri Ravi Dahiya, JSA 2. Smt. Meena 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
		Division – Nanotechnology Initiatives Division No. 15(1)/2011-NANO Dated: 17.07.2017 (Page 88-91/C)		3.	
1.	Smt. Sunita Verma, Scientist 'F' & Officer-in-Charge	<ul style="list-style-type: none"> Overall coordination of the Division's activities towards technical, financial and other manageable issues. Promotion of R&D in the area of Nanotechnology. Review the on-going R&D project in Nanotechnology. Matters related to Annual Plan, Annual Report, Outcome Budget, RFD, & RTI and Parliamentary Matters, Citizen Charter, e-Samiksha. Coordination with other Industries/Ministries in the area of work. Representing MeitY in various committees. Any other assignment by GC(R&DE)/SD (PC) from time to time. 	<ul style="list-style-type: none"> i. Smt Alpana Dey, Sci- G up to 23rd May 2017. ii. GC(R&D) w.e.f 24th May 2017 	<ul style="list-style-type: none"> i. Sh. Ramesh Chand, Sci -E'(till 31st May 2017) ii. Sh. P. Ghatak, Sci 'E' iii. Dr. Sangeeta Semwal, Sci-C iv. Smt. Renu Gulati, PS 	
2.	*Shri Ramesh Chand, Scientist 'E'	<ul style="list-style-type: none"> Promotion of R&D in area of Nanotechnology. Review of the allocated projects through PRSG & coordination. All matters related to Annual Plan, Annual Report, Outcome Budget, RFD, & RTI. And parliamentary matters. Any other assignment by Director (SV)/GC(R&DE) 	Smt. Sunita Verma, Scientist-F & Officer-in-Charge	Shri Manoj Kumar, MTS (till 31 st May 2017)	*He has retired on attended the age of super annuation in the month of May, 2017.
3	Shri. P.Ghatak, Scientist 'E'	<ul style="list-style-type: none"> Promotion of R&D in area of Nanotechnology. Review of the allocated R&D projects through PRSG & Coordination. Member Secretary – Working Group on Nanotechnology. Matters related to Annual Plan, Annual Report, Outcome Budget, Parliament questions, RFD, & RTI. Any other assignments by Director (SV)/GC(DD). 	Smt. Alpana Dey, Scientist-G till 23 th May, 2017. Now, GC(DD) w.e.f 24 th May 2017 till further orders from GC.	Smt. Nirupama Kumar, PA Shri Manuj kumar, MTS w.e.f 1 st June 2017.	
4.	Dr. Sangeeta Semwal, Sci.-C	<ul style="list-style-type: none"> Review of the allocated R&D projects through PRSG & coordination. Assistance in matters related to Working Groups on Nanotechnology. Generation of Technical Reports in area of Nanotechnology. Creation & maintenance of Database of Nanotechnology R&D projects. Updation of Nanotechnology information on MeitY website. Work related to Annual plan, Annual Report, Outcome Budget, Parliament Questions, PFD RTI, e-samiksha. Any other assignment by Director (SV)/GC (DD). 	Smt. Sunita Verma, Scientist 'F' & Officer-in -Charge		*Will also be associated with ME&HI
5	Smt. R.K. Juneja, Joint Director	<ul style="list-style-type: none"> To provide administrative and financial support. Administrative Matters related to R&D projects. Liquidation of Utilization Certificates. Matters related to Right to Information Act. Parliament Questions. 	GC (R&DE)	Smt. Meena Kumari S., Section Officer*	*Addl. charge R&D inIT/CC&BT/TD IL/Cyber Security/

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"> Matters related to Audit. Periodical Reports. Any other activity/work assigned by GC(R&DE) from time to time 			Ph.D Scheme
6.	Smt. Meena Kumari.S, Section Officer*	<ul style="list-style-type: none"> To provide administrative and financial support. Administrative Matters related to R&D projects. Liquidation of Utilization Certificates. Matters related to Right to Information Act. Parliament Questions. Matters related to Audit. Periodic reports custody of all file and Records. Any other activity/work assigned by GC(R&DE) from time to time 	Smt. R.K. Juneja, Joint Director	i) Shri Sandeep, JSA Smt. Meena Devi, MTS	*Additional charge
		Human Centre Computing (TDIL) Division <u>No.4 (7)/2003- HCC (TDIL) Dated: 25.7.2017 (Page 100-103/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(R&D in IT)	All officers and staff of the HCC(TDIL)	
2.	Shri Vijay Kumar, Scientist 'F'	<p><u>01.01.2017 to 10.04.2017</u> R&D in Optical Character Recognition (OCR) & On-line Hand Writing Recognition (OHWR) technologies, Software tools and fonts Development, Localization, empanelment of Venders for Translation Support Services, In charge TDIL Data Centre & TDIL website, Member-Secretary, TDIL Working Group, RTI, Public Grievances, e-Samiksha, Project Data-base.</p> <p><u>11.04.2017 to 30.06.2017</u> R&D in Optical Character Recognition (OCR) & On-line Hand Writing Recognition (OHWR) technologies, Hindi-English MAT Systems, Linguistic Resource Policy Digital Archival, Indian Language Corpora Initiative, Software tools and fonts development, Localization, empanelment of Venders for Translation Support Services, In charge TDIL website, Member-Secretary, TDIL Working Group, RTI, Public Grievances, e-Samiksha, Budget Planning , annual Action Plan, Outcome Budget, Audit Matters.</p>	HOD -HCC (TDIL)	Shri Sanjay Kumar Kashyap, Stenographer	

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.	Shri Manoj Jain, Scientist 'F'	<p><u>01.01.2017 to 10.04.2017</u> R&D in Machine Translation (MT), Hindi Resource Centre, Development of linguistic Resources (LR), Deployment of MT on Cloud, Archival of Source Code, Storage &LR Standards, In-charge Testing and Evaluation of Language Technologies, Audit Matters, Annual Report.</p>	HOD -HCC (TDIL)	Shri D.C.Verma, PA	
4.	Dr. Som Nath Chandra, Scientist 'E'	<p><u>01.01.2017 to 10.04.2017</u> R&D in Speech Technologies, Cross Lingual Information Access (CLIA) Retrieval, Mobile based access in Indian Languages, Centre of Excellence in Speech Technologies, Web Standardization Initiative, Diffusion of Language Technologies in MSME Sector, Annual Action Plan, Outcome Budget, Budget Planning.</p> <p><u>11.04.2017 to 30.06.2017</u> R&D in Speech Technologies, Cross Lingual Information Access (CLIA) Retrieval, Mobile based access in Indian Languages, Centre of Excellence in Speech Technologies, Web Standardization Initiative, Diffusion of Language Technologies in MSME Sector.</p>	HOD -HCC (TDIL)	Shri D.C. Verma, PA.	
5.	Shri Bharat Gupta, Sci- 'C'	<p><u>01.01.2017 to 10.04.2017</u> Localization Project Management Framework (LPMF), e-Bhasha MMP, Script Grammar & Localization Standards, Design & Development of validation Tools, Globalization and Localization Association (GALA) Localization eco-system, e-Gov, related localization matters</p> <p><u>11.04.2017 to 30.06.2017</u> Localization Project Management Framework (LPMF), e-Bhasha MMP, Hindi Resource Centre, Development of Linguist Resources(LR), archival of source Code, IN-Charge Testing and Evaluation of Language Technologies ,Script Grammar & Localization Standards, Globalization and Localization Eco-system, Addressing localization related matters in e-Gov and Banking Domain, Annual Report.</p>	HOD- HCC(TDIL)		
		<p>* General: Following staff members are also posted in the Division for assisting the officers in discharging the duties and responsibilities.</p> <ol style="list-style-type: none"> 1. Smt. Kamini Manchanda, PS 2. Smt. Meena Kumari S., SO 3. Shri Deep Chand Verma, PA 4. Shri Sanjay Kumar Kashyap, Steno 5. Shri Ajay Kumar, JSA 6. Smt. Sona 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
		Division – R&D in Medical Electronics & Health Informatics Division No.7 (9)/2014-ME&HI Dated: 04.07.2017 (Page No. 19-21/C)			
1.	Smt. Sunita Verma, Sci- 'F'	a. R&D in Medical Electronics & Health Informatics (ME&HI) Division b. Medical and Imaging equipment, including MRI, Linac etc. c. Working Group on R&D in ME&HI. d. Infrastructure for training, Maintenance of medical electronics equipment. e. Matters relating to Annual Plan/Annual Action Plan, RFD, etc. f. Parliamentary matters g. Any other activity assigned by GC(DD)	Dr. Debashis Dutta, GC(R&DE/IT)	1) Shri Rashid Shaban Sci-C 2) Shri V.K. Kaushik Draftsman-H 3) Smt. Renu Gulati PS	
2.	Shri Rashid Shaban, Sci.-C	a) Establishing Centre of Excellence in medical electronics R&D b) Electronic Health Records & Online courseware in health informatics. c) Decision support system. d) Updation of website content e) Any other activity assigned by HOD/GC	Smt. Sunita Verma, Scientist 'F'	Shri V.K. Kaushik, Draftsman 'H'	
3	Shri V K Kaushik, Draftsman 'H'	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. b) RTI for matters relating to ME& HI Division. c) E- Citizen Charter d) Any other activity assigned by HOD/GC	Smt. Sunita Verma, Scientist 'F' Shri Rashid Shaban, Sci.-C		
4	Smt. R.K. Juneja, Joint Director	a) To Provide support on administrative and financial matters in respect of ME&HI Division b) Administrative matters related to sponsored R&D projects c) Matters related to Right to Information Act/Parliamentary matters/Audit matters. d) Internal coordination, periodic reports and returns, liquidation of UCs. e) Any other work assigned by GC/HOD (ME&HI).	Dr. Debashis Dutta, GC(R&DE/IT)	Shri R.P.Dangwal, SO	
5	Shri Rakesh Prasad Dangwal, Section Officer	a) To Provide support on administrative and financial matters in respect of ME&HI Division b) Administrative matters related to sponsored R&D projects c) Matters related to Right to Information Act. d) Internal coordination, periodic reports and returns etc.. e) Any other work assigned by GC/HOD(ME&HI)/JD(RKJ).	JD(RKJ)	(i) Shri Ram Das, ASO (ii) Shri Ashok Babu, JSA (iii) Smt. Brahmvasati, (iv) 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
		Cyber Security R & D Division <u>No.3 (7)/2016-CSRD Dated: 3.07.2017</u> (Page No. 8-9/C)			
1.	Arvind Kumar, Scientist 'G'/GC	<ol style="list-style-type: none"> 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 4. Parliament matters of Cyber Security R&D 5. Any other matter assigned by GC 	AS	Dr. Somnath Chandra Sci- 'E' Shri Tarun Pandey Sci- 'C' Smt. Rachna Mukundan, PA	
2	Dr. Somnath Chandra, Scientist 'E'	<ol style="list-style-type: none"> 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 Public Grievance officer for Cyber Security R&D Divisions. 6. Any other matter assigned by GC/HOD or respective reporting 	GC(AK)		
3	Shri Tarun Pandey Scientist 'C'	<ol style="list-style-type: none"> 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. CPIO for Cyber Security R&D Division 7. Providing inputs for e-samiksha. 8. Any other matter assigned by GC/HOD or respective reporting 	GC(AK)		
4	Shri Rakesh Prasad Dangwal, section Officer	<ol style="list-style-type: none"> 1. Examination/ Processing/submission of various dak/recepts/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 	Smt R.K. Juneja, Joint Director R&DE/IT Group	Shri Bharat Bhushan, JSA	
6	Shri Bharat Bhushan, Jr. Secretariat Assistant	<ol style="list-style-type: none"> 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, 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
7.	Smt Suman Devi, MTS	Distribution of all dak/files/letters/fax pertaining to Cyber Security R&D Division.	Shri Rakesh Prasad Dangwal, SO		
8.	Shri Ashok Kumar, MTS	Distribution of all dak/files/letters/fax pertaining to Cyber Security R&D Division.	Dangwal, SO		
		VI. R&D in Convergence, Communication & Broadband Technology Group No. 4(1)/2009-CC&BT Group Dated: 07.07.2017 (Page 34-35/C)			
1.	Shri Pradeep Sharma, Private Secretary	Taking dictation and transcribed in notes, letters & reports etc. Diary Dispatch, File Movement, Dak received attending visitors, telephone calls, drafting, noting, sending fax, e-mail and Fixing appointments, meeting directed by the Reporting Officer, Arrangement for the meeting and other secretarial assistance as directed by the officer.	GC(DD)	Nil	Nil
2	Sh. Mohan, MTS	1. Distribution of Dak (files, receipt, dispatch work etc.) 2. Take care of Xerox Work 3. All other duties assigned to MTS as per MoP	GC(DD)	Nil	Nil
		Convergence, Communications & Broadband Technology Group & Alternate Tech for Connectivity Like White Space			
1.	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. 4. Overall in-charge of CC&BT & Alternate Tech for connectivity like White Space.	GC(DD)	PS (AB)	Nil
2.	Miss Anita Bhandari, PPS	1. Taking dictation and transcribed in notes, letters & reports etc. Diary. Dispatch, File Movement, Dak received, attending visitors, telephone calls, drafting, noting, sending fax, e-mail and Xeroxing work also. Fixing appointment meetings directed by the Reporting Officer, Arrangement for the meetings and other secretarial assistance as directed by the officers.	Sh. R. Pitchiah, Sci- 'G'	Nil	Nil
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.	SD(RP)	PS(RK)	Nil
4.	Sh.Prakash Kumar Scientist 'B'	1. Project related CC&BT. 2. Matters related to Web-page updation, RTI, Public Grievance. 3. To assist Dir(SA) in the above work.	SD(RP)	Nil	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
5.	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.	SD(RP)	Nil	Nil
6.	Mrs. Renu Khurana, PS	Taking dictation and transcribed in notes, letters & reports etc. Diary, Dispatch, File Movement, Dak received, attending visitors, telephone calls, drafting, noting, sending fax, e-mail and Xeroxing work also. Fixing appointments, meetings directed by the Reporting Officer, Arrangement for the meetings and other secretarial assistance as directed by the officer.	Dir(SA)	Nil	Nil
7.	Pitambar Dutt, ASO	Matters concerning the Section of CC&BT Group	Dir(SA)	Nil	Nil
8.	Rajesh Massy, MTS	1. Distribution of Dak (files, receipt, dispatch work etc.) 2. Take care of Xerox Work. 3. All other duties assigned according to Mop	Dir(SA)	Nil	Nil
VII.		CYBER LAWS & E-SECURITY GROUP Cyber Laws and E-Security (CL&ES) Division <u>No.18 (2)/2017- CLES Dated: 21.07.2017 (Page 79-83/C)</u>			
1.	Shri Rakesh Maheshwari, Scientist 'G'/GC	1. Co-ordination of Court matters including at Supreme Court, All High Courts and Lower Courts. 2. Technical aspects of National Critical Infrastructure protection Plan. 3. Interface with NSCS CERT-in, STQC, NIC and MEA for Cyber Security matters. 4. Expert comments on various cyber security related Notes. 5. Maintaining appropriate database of quantitative work done (e.g.court cases etc) 6. Co-ordination of Monthly performance Progress Reports from all officers including all databases. 7. Any other work assigned by GC, CL&ES.	AS	Shri Samayabalan, Scientist 'D' Dr. Dhawal Gupta, Scientist -D Shri Suresh Sharma, PS	
2.	Shri Prafulla Kumar, Scientist 'G	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 order. 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 VIP References 7. Maintaining appropriate database of quantitative work done (e.g blocking, PQs, Online Grievances etc)	GC(RM)	Dr. Gaurav Gupta, Scientist 'D' Dr. S Sathyanarayanan, Scientist 'C' Ms. Romi Nagpal, 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
		8. Any other work assigned by GC, CL & ES			
3.	Dr. A.S.Kamble, Scientist 'G'	<ol style="list-style-type: none"> 1. Bilateral/Multi-lateral Cyber Security Issues 2. National Cyber Security Policy. 3. Aspects relating to the Information security Task Force. 4. Cyber Crisis Management Plan implementation among all stakeholders 5. Appellate for RTI 6. Maintaining appropriate database of quantitative work done (e.g. RTIs, RTI Appeals) 7. Any other work assigned by GC, CL&ES 	GC(RM)	Shri Vinod Kumar Chouhan Sci- 'C' (will be jointly reporting to SD(RM) as well)	
4.	Shri S. Ramakrishnan, Joint Director	<ol style="list-style-type: none"> 1. Coordination of Parliamentary Committee matters. 2. Matters related to demand for Grants, Budget and Planning, expenditure and Performance Budget. 3. Offline Public Grievances. 4. All CyAT and CCA related matters. 5. E-Samiksha Nodal Officer. 6. Vetting of Legal Bills/Drafts received from other Ministries. 7. Interface with MeitY divisions. 8. Any other work assigned by GC,CL & ES division. 	GC(RM)	Mrs. Kavita Sachdeva, PPS	
5.	Dr. Gaurav Gupta Sci- 'D'	<ol style="list-style-type: none"> 1. Online Public Grievances 2. Scheme for Electronic Evidence under section 79A 3. Coordination and Select Parliament Questions and Assurances 4. Any other matter assigned by GC or respective reporting officer 	Shri Prafulla Kumar, Scientist 'G'		
6	Shri Samayabalan Scientist 'D'	<ol style="list-style-type: none"> 1. Nodal Officer for E-Security Group for MeitY website and social media 2. Court matters 3. Cyber Security related work as assigned by the reporting Officer 4.. Any other matter assigned by GC or respective reporting officer 	Shri Rakesh Maheshwari, Scientist 'G'/GC		
7	Dr. Dhawal Gupta, Sci- 'D'	<ol style="list-style-type: none"> 1. Matters related to Conferences 2. Cyber Security related work as assigned by the reporting Officer 3. Any other matter assigned by GC or respective reporting officer 	Shri Rakesh Maheshwari, Sci'G'/GC		
8.	Shri Vinod Kumar Chouhan, Scientist 'C'	<ol style="list-style-type: none"> 1. Bilateral/Multi-lateral Cyber Security Issues 2. National Cyber Security Policy 3. Aspects relating to the Information Security Task Force. 4. Cyber Crisis Management Plan implementation among all stakeholders 5. CPIO under RTI Act* 6. Any other matter assigned by GC 	Shri A. S. Kamble, Scientist 'G'		

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
9	Dr. S. Sathyanarayanan, Scientist 'C'	<ol style="list-style-type: none"> 1. Matters related to Administration of the Information Technology Act 2000 including its amendments and framing of rules. 2. Blocking of the URLs under 69A of the IT Act. 3. Cyber Security related work/IT Act related work as assigned by the reporting Officer 4. Any other matter assigned by GC or respective reporting officer 	Shri Prafulla Kumar Scientist' G'		
10	Sh. M.K. Jain , section Officer	<ol style="list-style-type: none"> 1. Examination/Processing/Submission of various dak/receipts/Files/ cases in the Division. 2. Processing/submission of matters relating to administrative approval & financial sanctions of the projects if any monthly summary for Cabinet, Annual plan, Annual Report, Performance Budget, monthly progress report. 3. Procurement of goods and services and all financial matters 4. Provide suitable support in Legal matters handled in the group 5. Assisting SD(PK) & SD(RM) in court cases/Legal matters. 6. Any other matter assigned by GC, or respective reporting officer. 	JD(SR)/ GC(RM)	<p>Shri Ravindra Nath Verma, UDC</p> <p>Office Assistant Sh Rajiv (On contract)</p> <p>Ms Tanvi Madaan, Offic Assistant (on contract)</p>	
11.	Shri Ravindra Nath Verma, UDC	<ol style="list-style-type: none"> 1. Receipt and dispatch of dak/letters/documents and opening of files. 2. Assisting in delivering and receiving court orders from /to counsel from supreme Court/High Courts/District Courts 3. Custodian of files in the section 4. Processing/submission of periodical reports/returns 5. Any other matter assigned by GC/HOD or respective reporting officer. 	SO(MKJ)		
		<p>Group Coordinator: Shri Arvind Kumar</p> <p>Note:</p> <ol style="list-style-type: none"> 1. All Officers to respond to Parliament questions, PQ Assurance and any other parliament related matters for their areas of operation or as decided by GC. 2. All Officers to undertake the court matters for their areas of operation or as decided by GC. 3. All Officers to undertake the VIP References for their areas of operation or as decided by GC. 4. The responsibilities will be periodically reviewed. <p>* RTI matters pertaining to Administration of IT Act and blocking would be supported by Dr. S. Sathyanarayanan, Sci-C to CPIO.</p>			

VIII. INTERNATIONAL COOPERATION & INDUSTRIAL PROMOTION 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
		International Cooperation (Bilateral & Multilateral) Division No.11(2)/2016-ICD Dated: 13.7.2017 (Page57-60/C)			
1.	Dr. A.K. Garg, Scientist 'F'	In charge of International Cooperation Division activities. Development and executing Strategic roadmap for enhanced trade, R&D promotion in ICTE sector. Promoting bilateral cooperation with other countries in ICT. Coordination with O/O ME&IT/ MoS(E&IT) and Secretary, MeitY. 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. Attending inter-ministerial meetings and interacting with Diplomatic Missions, DoT, MEA, DoC, DIPP, DST etc. on ICT matters.	JS(RK)	Scientist-D, C, B/DD/SO/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 . Any other work as assigned by Dir(ICD)/JS(ICD) <u>Link Officer:</u> • Sh. Abhinav Sharma, Scientist-B will look after the work of Sh. Ghosh in his absence.	Director(AKG)	Sh. Abhinav Sharma, Scientist-B will assist Sh. Arunabha Ghosh, Scientist-D on all matters other than e-Commerce matters	
3.	Sh Rajesh Kumar, Scientist-D	Matters related to: i) e-Commerce ii) Multilateral Cooperation with International Organization 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) <u>Link Officer:</u> • Dr. Sanjeev Kumar Gupta will look after the work of Sh. Rajesh Kumar Scientist-D in this absence.	Dir.(A.K. G)	Sh. Abhinav Sharma, Scientist –B will assist Sh. Rajesh Kumar Scientist-D on all matters related to e-Commerce Sh. Abhishek Aggarwal, Scientist-B will assist Sh. Rajesh Kumar, Scientist-D on all matters other than.	

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.	Dr. Sanjeev Kumar Gupta , Scientist –C	<p>Matters relate to software Product Policy and Cooperation with, CIS and African countries including Australia, Fiji & New Zealand. Cooperation with Russian and Far East countries. Examining projects proposals of C-DAC.</p> <p>Any other work assigned by Dir(ICD/JS(ICD))</p> <p><u>Link Officer:</u></p> <ul style="list-style-type: none"> • Sh. Rajesh Kumar, Scientist-D will look after the work of Dr. Sanjeev Kumar Gupta in his absence. 	Director (A.K. G)	<p>Sh. Vimal Kumar Singh, Sci.-B will assist Dr. SKG</p> <p>Scientist -C on all matters handled by Dr.SKG, Scientist -C</p>	
5.	Smt. Ansa John, Deputy Director	To look after all Administrative, Financial, Coordination and Logistic matters of ICD. Coordination for international engagements of MeitY and MOU signing ceremony meeting. Making logistic arrangements for holding international meeting. 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)	DD(AJ) will be assisted by Sh. Kamlesh Kr. Jha, section Officer and Sh. V.S. Yadav, Asstt. Section Officer	
6.	Sh. Abhinav Sharma, Scientist-B	<p>Matters related to :</p> <ol style="list-style-type: none"> E-Commerce. Cooperation with ASEAN Countries and Latin American countries and examining their project proposals.. Cooperation with Japan, Canada, USA and EU, Europe and Asian Development Bank. Website design management. And any other work assigned by Senior Officers. <p><u>Link Officer:</u></p> <p>Sh. Abhinav Sharma, Scientist-B will look after the work of Sh. A. Ghosh, Scientist-D in his absence.</p>	<ul style="list-style-type: none"> • Sh. Abhinav Sharma will report directly to Dr. A.K. Garg, Sci -F on matters relating to Web content management • On e-commerce matters he will report directly to Sh. Rajesh Kumar, Scientist-D • On all other matters he will report to sh. Arunabha Ghosh, Scientist-D 		

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
7	Sh Abhishek Aggarwal, Scientist-B	i) Multilateral Cooperation with International Organization like UN, WTO, WSIS, FTA, CEPA, CECA, RCEP & DTAA, ADB etc). ii) Annual subscription to UNESCAP and BRICS. Any other work assigned by Senior Officers. iii) Any other work as assigned by Dir(ICD)	Shri Rajesh Kumar, Sci-D		
8	Sh Vimal Kumar Singh Scientist-B	i) Matters relate to Software Product Policy and Cooperation with CIS and African countries including Australia, Fiji & New Zealand, Cooperation with Russian and Far East countries. Examining projects proposals of C-DAC. ii) Any other work as assigned by Dir(ICD)	Dr. S.K. Gupta, Sci -C		
9.	Sh. Kamlesh Kumar Jha, SO	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-samikha web portal coordination for International Engagements of MeitY and MoU signing ceremony meeting. Making logistic arrangements for holding international meeting. 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.	Smt. Ansa John, Dy. Director	Sh. V.S.Yadav will assist SO(KKJ)	
10	Sh. Virender Singh Yadav, ASO	All matters related to IC Division	Shri Kamlesh Kr. Jha, SO		
11	Smt. Nisha Mendiratta, PA	Assist to Dr. A.K.Garg, Director(ICD)	Dr. A.K.Garg, Sci - F'		
12	Sh. Ramawatar Prasad, MTS	All Matters relate to IC Division	SO(ICD)/DD(AJ)		
13	Sh. Jagbir Singh, MTS	Posted in Office of Director(ICD)	---		
Industrial Promotion – Electronics & H/w Manufacturing Unit[IPH&W]					
<u>No. 8(147)/2016-IPHW Dated: 18.07.2017 (Page 92-95/C)</u>					
1.	Smt Geeta Kathpalia, Scientist-G	<ul style="list-style-type: none"> • Electronics Development Fund (EDF). • Promotion of LED manufacturing. • Promotion of Medical Electronics. • Promotion of Automotive Electronics. • Related work and Misc. work as assigned time to time. 	JS(SKR)	<ul style="list-style-type: none"> • Shri Prashant Kumar, Sci-D • Smt. Alka Khattar, PPS • Smt. Renu Mathur, JSA 	

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.	Smt. Asha Nangia, Sci. 'F'	<ul style="list-style-type: none"> • Mandating and Regulating safety standards in Electronic Products (CRO). • Promotion of Exports. • E-Waste Management. • MSME in ESDM. • National Awards in ESDM. • Scheme incentivizing DTA units. • DGFT Matters-Advanced Licensing / input Output Norms. • CCDC/ negative list. • Annual Report Data/Data/Statistics. • RTI Matters. • Related work and Misc. work as assigned time to time. 	JS(SKR)	<ul style="list-style-type: none"> • Dr. Bharat Kumar Yadav, scientist –D • Shri Sushil Kumar Jangid, scientist-B • Shri Saurabh Rajan, Scientist –B • Smt. Shashi Gupta, Section Officer • Smt. Anju Sharma, Private Secretary 	
3.	Shri Sudhir Kumar Marwaha, Scientist-F	<ul style="list-style-type: none"> • Askash Tablet. • Tariff/Tax Structure/Fiscal Policies. • India CAS. • Megaproject Policies. • STB. • Preferential Market Access. • Related work and Misc. work as assigned time to time. 	JS(SKR)	<ul style="list-style-type: none"> • Shri Santosh Kumar Soni, Scientist –D • Shri Bharat Bhushan Arora, Scientist-B • Shri Raveendra Kumar Meena, Scientist –B • Smt. Kavita Godhwani, PS • Shri Mukul Kumar Yadav, Sci-B 	
4	Smt. Vandana Srivastava, Scientist-F	<ul style="list-style-type: none"> • Modified Special Incentive Package Scheme (M-SIPS). • Special Incentive Package Scheme (M-SIPS). • Related work and Misc. work as assigned time to time. 	JS(SKR)	<ul style="list-style-type: none"> • Shri Inder Sain, Scientist-C (on additional charge) • Shri Om Pal, Sci-C • Shri S.K. Bali, PA 	
5	Shri Sanjay Koul, Pr. Technical Officer	<ul style="list-style-type: none"> • Electronics Manufacturing Clusters (EMC) Scheme. • Information Technology Investment Region. • Related work and Misc work as assigned time to time. 	JS(SKR)	<ul style="list-style-type: none"> • Shri Neetesh Kumar Gupta, Scientist-B 	
6	Smt. Meenakshi Rai Bhatia, Dy. CFO	<ul style="list-style-type: none"> • Promotion of Investment in ESDM Sector. • Marketing Initiatives/Helpdesk. • ESDM Website Management. • E-CRM. • Make in India-Coordination with DIPP etc 	JS(SKR)	<ul style="list-style-type: none"> • Shri Rashmi Rathi Tiway, Scientist-B • Shri Mukul Kumar Yadav, Scientist-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
		<ul style="list-style-type: none"> • Related work and Misc. work as assigned time to time. • Communications and Brand Building Campaign. • Marketing USBs. 			
7	*Shri Rajesh Suri, Deputy Director	<ul style="list-style-type: none"> • Administrative matters of Division • Digital India Programme - coordination • Annual Plan/Budget Management • PMU's Management • Administrative/Financial sanctions • Parliament Matters/Standing Committee • Annual Report • e-Samiksha/State folder for PMO/Monthly summary • Misc. coordination Related work and Misc. work as assigned time to time <p>* Also posted in digital Payments Division</p>	JS(SKR)	<ul style="list-style-type: none"> • Shri K.P.Tyagi, ASO • Shri Narender Singh, SSA • Miss. Rajeshwari Meena, Steno • Shri Rohan kumar, JSA 	

IP: S&ITS Division and Trade & Investment Promotion Division

No.12 (2)/2016-IP: S&ITS Dated: 10.7.2017 (Page 84-87/C)

1.	Smt. Neerja Atri, Sc. 'G' & HoD	HoD, IP: S & ITS Division and T&IP Division	JS (R.K.) GC(IC & IP Group)	PA (Smt. Neelam Taneja) Sh. Rajeshwar Singh , Sc. 'D' Smt. Ansa john, DD Sh. D.K.J.Lakra, Sc.-C Mrs. Manjusha Chourasia, Sc. 'C' Sh. A.K. Yadava, Sc. 'B' Sh. Vishwas Srivastava, Sc. 'B' Section Staff:- Smt. Kamla, MTS	HoD IP:S&ITS and T&IP Division
2.	Sh. Rajeshwar Singh , Sc. 'D'	<ul style="list-style-type: none"> i) Setting up of BPOs in NER under NEBPS and related promotional activities/workshops/seminar/trade show etc. ii) All matters related to India BPO Promotion Scheme for small towns/cities.(IBPS). iii) All fiscal, trade and policy matters related to IT-ITeS Industry. iv) Promotion of ITeS Industry in Tier-II and Tier-III cities. v) Matter related to Inter-Minister meeting, Cabinet Note/ CoS Note. vi) To coordinate matters related to IT-ITES Industry with all concerned 	SD (NA)	Section Staff :- Smt. Sushma Xalxo, ASO Shri Deepak Kumar, MTS	Responsibilities / Assignments of both the Divisions i.e. IP:S&ITS

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>Depts. /Ministries (MEA, DoC, DIPP, M/o L&E and inputs for Bilateral/Multilateral Groups and various Working Groups in MeitY and other Depts.</p> <p>vii) Coordination of all matters related to FDI including, FIPB, PAB and IEM cases.</p> <p>viii)Matters related to Labour & Employment.</p> <p>ix) Annual Pre-Budget memorandum relating to IT –ITeS Sector.</p> <p>x) VIP/PMO References.</p> <p>xi) Parl. Questions (LS&RS) other than STPI/IT –ITES Industry Performance.</p> <p>xii) Inputs for Standing Committee of Parliament on IT, Parl. Consultative Committee, ATN Key Result Areas (KRAs), Inputs for FM Budget Speech etc.</p> <p>xiii) Inputs for Digital India related programmers and coordination with the concerned stakeholders.</p> <p>xiv) Any other work assigned by Senior Officers.</p>			and T&IP Division
3.	Sh. D.K.J. Lakra Scientist Sc. 'C'	<p>i. Supervision of NASSCOM's project on Strengthening of IT-ITeS Exports and enhancing industry's image.</p> <p>ii. NASSCOM's Project proposal on Marketing Development Assistance for Emerging markets (China and Japan).</p> <p>iii. Consolidation of inputs on IT-ITeS Sector for MeitY's Annual Report.</p> <p>iv. Parl. Questions related to STPI/IT –ITeS Performance.</p> <p>v. Inputs for Parl. Questions for Other Depts./Ministries and Divisions in MeitY's, Assurances etc.</p> <p>vi. Updating RTI/Public Grievances/ e-samiksha portal.</p> <p>vii. Maintain the Data on ITES sector / including STP/EHTP Units and FDI.</p> <p>viii. Compilation of draft talking points on IT-ITES Industry related events.</p> <p>ix. Any other work assigned by Senior Officers.</p>	SD (NA)	Section Staff :- Smt. Sushma Xalxo, ASO Shri Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division
4	Smt. Ansa John, Deputy Director	<p>i All matters relating to Plan/Non-Plan Budget.</p> <p>ii Financial matters of STPI/ESC, CST Reimbursement.</p> <p>iii Matters related to Annual Plan/Outcome Budget.</p> <p>iv Audit Paras relating to the Division.</p> <p>v Legal matters/Court cases.</p> <p>vi Dealing with periodical Report and administrative matters.</p> <p>vii Matter related FDI and FIPB through JD (RSJ).</p> <p>viii Any other work assigned by HOD.</p>	SD(NA)	Section Staff: Smt. Sushma Xalxo, ASO Shri Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP 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
5.	Ms. Manjusha Chourasia, Scientist -C	<ul style="list-style-type: none"> i) STPI's Promotional Scheme related to IT-ITES sector including incubation facilities for Start-ups/ Entrepreneurs. ii) Matters related to Inter-Ministerial Standing Committee (IMSC) for STP/EHTP, Sub- Group report of IMSC, JSG report 2015, Foreign Trade Policy (FTP), 10A/10B issues etc. iii) Matters related to setting up of new STPI Centers, ECOD and GC of STPI, Laying of Annul Report STPI in Parliament. iv) Matters related to STP/EHTP Scheme and Software export Development. v) Parliament Question VIP / PMO References relating to STPI. vi) Updating STPI's matter on e-samiksha portal. vii) Any other work assigned by HoD/ Senior Officers. 	SD (NA)	Section Staff:- Sh. J.K. Arora, ASO Smt. Sushma Xalxo, ASO Sh. Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division
6	Sh. A.K. Yadava Scientist 'B'	<ul style="list-style-type: none"> i) STPI's promotional schemes related to IT-ITeS sector including incubation facilities for Entrepreneurs. ii) Matters related to Inter-Ministerial Standing Committee (IMSC) for STP/EHTP Schemes. iii) Matters related to STP/EHTP Scheme and Software export Development. iv) Parl. Question related to VIP/PMO references relating to STPI. v) Updating STPI's matters on e-Samiksha portal. vi) GIA support for Conferences/Seminars in Electronics and IT Sector and deal with the events without financial support. vii) VIP References relating to Conference and Exhibition etc. viii) MeitY's website update for IT-ITES Industry and GIA Support for Conference etc. ix) Any other work assigned by HoD. 	JD (RSJ)	Section Staff:- Smt. Sushma Xalxo, ASO Sh. Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division
7	Sh. Vishwas Srivastava, Sci-. 'B'	<ul style="list-style-type: none"> i) Setting up of BPOs in NER under NEBPS and related promotional activities/workshops/ seminars/trade shows etc. ii) All matters related to India BPO Promotion Scheme for small towns/cities (IBPS). iii) Matters related to State-IT-BPO Policy and compile state-wise salient features and update periodically. iv) Updating e-samiksha portal w.r.t BPO Schemes. v) Coordination of inputs for the Coordination Division other than VIP/PMO References. vi) Any other work assigned by HoD/Senior Officers. 	JD (RSJ)	Section Staff: Smt. Sushma Xalxo, ASO Sh. Deepak Kumar, MTS	Responsibilities/ Assignments of both the Divisions i.e. IP:S&ITS and T&IP Division

IX. E-GOVERNANCE 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
		E-Governance No. 2(2)2015-EG-II Dated: 06-07-2017 (Page 48-51 & 137-139/C)			
1.	Ms. Uma Chauhan, Sci-F/ Director(UC)	<ol style="list-style-type: none"> 1. NSP 2.0 2. E-Gov App store 3. Open forge Platform 4. Citizen Contact Centre. 5. All Matters related to NISG <p><u>MMPs Allocated</u></p> <ol style="list-style-type: none"> 1. Agriculture 2. Agriculture 2.0 3. Land Records (NLRMP) 4. National GIS 5. Post <p>Link Officer D(DS)</p>	JS(E-Gov)	Kshitij Kushagra, Sci-D	
2.	Shri Dipak Sharma, Sci 'F' Director (DS)	<ol style="list-style-type: none"> 1. Standards/Interoperability for e-Governance/Core Policies. 2. M-Governance (MSDG), M-Gov App Store. 3. NSDG 4. e-Pramaan (e-Authentication) 5. Open Source Policy & Implementation <p><u>MMPs Allocated</u></p> <ol style="list-style-type: none"> 1. NSDG 2. Pension 3. e-Bhasha 4. Employment Exchange <p>Link Officer D(UC)</p>	JS(E-Gov)		
3.	Shri Trilok Chandra, Director (TC)	<ol style="list-style-type: none"> 1. Digital India Programme- Institutional bodies created for Programme management, monitoring and strategic Planning. 2. Assessment of e-Gov Projects 3. Nodal Officer for Capacity Building including SeMTs. 4. All matters relating to World Bank Project. 5. Enabling all School with Virtual Classrooms project 6. Certificate training prog. for SC and ST Govt. officers across all levels under SCSP and TSP project 7. Preparing NE for Digital India project 8. LPMF project 9. Good Governance and Best Practices projects 10. Business Process Reviews 	JS(E-Gov)	Santosh Kumar Patel, Sci.-B	

		<ul style="list-style-type: none"> 11. Knowledge Management & Case Studies. 12. Collating and Analyzing International Best Practice in e-Governance 13. Awareness & Communication related activities 14. Matters relating to NeGD in e-Gov Division 15. Funds Management Utilization-Audit etc. 16. Coordination and administrative matters related to e-Governance Div. 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 <p><u>MMPs Allocated</u></p> <ul style="list-style-type: none"> 1. E-Sansad 2. E-Vidhaan 3. Banking 4. Insurance <p>Link Officer D(PRC)</p>			
4.	Shri Pravin R. Chandkar, Sci. 'F'	<ul style="list-style-type: none"> 1. CSC Scheme / CSC 2.0 Project 2. e-District MMP 3. Digitize India Platform (DIP) Project 4. eTaal Project 5. NDSAP and Open Govt. Data Project 6. Rapid Assessment System (RAS) 7. Enabling integrated service delivery platform for e-Gov service delivery through CSC – SPV 8. E-Kranti 9. Council of Mission Leaders 10. E-Mail solution for GOI 11. MyGOV 12. E-Greetings Portal & Sampark 13. Standardization of RFP/RFQ 14. R&D in e-Governance 15. All works related to UN 16. Coordination for e-Courts, ICJS, CCTNS (Police) 17. Coordination for e-Panchayat / Digital Panchayat under MoPR 18. Coordination for Antyodaya Mission & S.P. Mukherjee Rurban (NRuM) Project under MoRD 19. Coordination for DBT for mapping Financial Institutes under Cabinet Secretariat and many other activities etc. 20. Coordination for LGD mapping 21. NOFN Pilot 22. VIP matters, PMO matters, Grievances/RTIs, Parliament matters, Audit matters 23. Common IT Roadmap for Para Military Forces 	JS(E-Gov)	Notan Roy Sci-C	

		<p>24. Appraisal of proposals received 25. e-Prison 26. Rural Development Link Officer to D(TC)</p>			
5.	Shri DVLN Rao, Sci-E,	<p>1. e-Hospital 2. DBT 3. All matters relating to NIC & NICSI MMPs Allocated 1. Health 2. Road Transport 3. RAHI 4. Commercial Taxes 5. Central Excise & Customs 6. Income Tax 7. MCA21 8. Passport 9. IVFRT 10. Treasuries 11. EDI for e-Trade Link Officer to AD(SCS) & AD(RG)</p>	JS(E-Gov)	Ajay Kumar, Sci.B	
6.	Shri Shivcharan Singh, Sci 'E'	<p>1. National Information Infrastructure (NII)-Pilot 2. Biometric Attendance System 3. PRAGATI 4. Jeevan Pramaan MMPs Allocated 1. Munnicipalities 2. Education 3. NMEICT 4. Women & Child Development Link Officer to AD(DVLNR)</p>	JS(E-Gov)	Chhatrasal Chandra, Sci.B	
7.	Ms. Rekha Grover, Sci 'E'	<p>1. India Portal 2. SP,SSDG & e-Form 3. Open API 4. Website quality testing. 5. Development of CMF for Govt. Websites MMPs Allocated 1. PDS 2. E-Procurement 3. Financial Inclusion 4. Social Benefit 5. India Portal 6. E-Biz 7. E-Office</p>	JS(E-Gov)	Dr. Santosh Panday, Sci. 'C'	

8.	Shri Kshitij Kushagra, Sc 'D'	To support Dir (UC)			
9.	Shri Notan Roy, Sci. C	To support Dir(PRC)			
10.	Dr. Santosh Pandey, Sci. C	To support AD (RG)			
11.	Shri Santosh Kr. Patel, Sci B	To support Dir (TC)			
12.	Shri Chhatrasal Chandra, Sci. B	To support AD (SCS)			
13.	Shri. Ajay Kumar, Sci. B	To support AD (DVLNR)			
		Division/Section: - Community Information Centres (CICs) Common Service Centers (CSC) Division <u>No. 10(1)2016-CSC Program Division (e-Gov. Group) Dated: 13-07-2017 (Page 54-56/C)</u>			
1.	Sh. Pravin R. Chandekar, Scientist 'F' e-Goernance, MeitY	<ul style="list-style-type: none"> a) CSC Scheme/CSC 2.0 Project b) E-District MMP c) Digitize India Platform (DIP) Project d) E-Taal Project e) NDSAP and Open Govt. Data Project f) Rapid Assessment System (RAS) g) Enabling integrated service delivery platform for e-Gov service delivery through CSC-SPV. h) E-Kranti i) Council of Mission Leaders j) E-Mail solution for GOI k) MyGOV l) E-Greetings Portal & Sampark m) Standardization of RFP/RFQ n) R&D in e-Governance o) All works related to UN p) Coordination for e-Courts, ICJS, CCTNS (Police) q) Coordination for e-Panchayat/Digital Panchayat under MoPR r) Coordination for Antyodaya Mission & S.P. Mukherjee Rurban (NRuM) Project under MoRD s) Coordination for DBT for mapping Financial Institutes under Cabinet Secretariat and many other activities etc. t) Coordination for LGD mapping u) NOFN Pilot v) VIP matters, PMO matters, Grievances/RTIs, Parliament matters, Audit matters. w) Common IT Roadmap for Para Military Forces 	Sh. Sanjiv Mittal, Joint Secretary & GC(eGov)	Notan Roy, Scientist 'C' e-Governance, MeitY	

2	Notan Roy, Scientist, 'C' e-Governance, MeitY	<ul style="list-style-type: none"> • CSC Scheme / CSC 2.0 Project, • Grievances / RTIs, Audit matters related to CSC <hr/> <ul style="list-style-type: none"> • e-District MMP • Digitize India Platform (DIP) Project • eTaal Project • NDSAP and Open Govt. Data Project • Rapid Assessment System (RAS) • Enabling integrated service delivery platform for e-Gov service delivery through CSC-SPV • E-Kranti • Council of Mission Leaders • E-Mail solution for GOI • MyGOV • E-Greetings Portal & Sampark • Standardization of RFP/RFQ • R&D in e-Governance • All works related to UN • Coordination for e-Courts, ICJS, CCTNS (Police) • Coordination for e-Panchayat/Digital Panchayat under MoPR • Coordination for Antyodaya Mission & S.P. Mukherjee Rurban (NRuM) Project under MoRD • Coordination for DBT for mapping Financial Institutes under Cabinet Secretariat and many other activities etc. • Coordination for LGD mapping • NOFN pilot • VIP matters, PMO matters, Grievances/RTIs, Parliament matters, Audit matters. • Common IT Roadmap for Para Military Forces 	Pravin R. Chandekar, Scientist-F', e-Governance, MeitY	Shri Bhagwan, Section Officer, MeitY	
3.	Shri Bhagwan, Section Officer, MeitY	<ul style="list-style-type: none"> • Administrative and financial matters related to CSC Scheme/CSC 2.o Project, • Grievances/RTIs, audit matters related to CSC 	Notan Roy, Sci-C', e-Gov., MeitY	Smt. Rajbiri, UDC	
		<p>Office Automation Cell <u>No.J-15026/02/2017-OA(Genl) Dated: 5.07.2017 (Page 22-23/C</u></p>			
1	Shri BD Sharma, Joint Director	All Technical/administrative matters related to O.A.(Genl)	JS(Pers)	Smt. Prakash Vati Section Officer (OA Genl.) Shri Srinivas,(ASO)	

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 BD Sharma, JD(GA)	Sriniwas, ASO	
3	Shri Sriniwas, ASO	Diary/Dispatch, submission of various reports/returns, maintenance of files related to O.A.(Genl.).	Smt. Prakash Vati, Section Officer(OA)	None	

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
		<u>E-Infrastructure Division</u> <u>No. 5(1)/2016-E-Infra Dated : 17-7-2017 (Page 61-64/C</u>			
1.	Sh. Dipak Singh, Sci. 'G' & HoD (e-Infrastructure Division)	(i) Matters related to Internet of things (IoT) (ii) All matters related Information Technology Investment Region (ITIR). 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 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) vii) HoD of e-Learning Division. viii) Chief Vigilance Officer of C-DAC.	For IoT to GC(DD) w.e.f. 23.2.2017 For ITIR to GC(SKR) w.e.f 19.4.2017	1. Smt. Meenakshi Agarwal, Sci- 'C' 2. Dr. Santosh Kumar Pandey, Scientist-C 3. Shri S.K. Tyagi, Section officer 4. Smt. Durgesh Nandini, ASO	Transferred to cyber Security Group w.e.f.31.05.2017
2.	Smt. Meenakshi Agarwal, Scientist 'C'	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 Grievances as Public Grievance Officer in respect of E-Infrastructure Div. 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	HOD(E-Infra)	1. Shri .K.Tyagi, SO 2. Smt. Durgesh Nandini, ASO	w.e.f 24.5.2017 Handling also the matters related to (ix) to (xvi)

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
		Division like preparation Annual Report, Outcome Budget, other tasks etc. ix) All matters related to National Policy on Universal Electronic Accessibility; x) All the tasks related to High level Advisory Committee on Accessibility” xi) All the tasks related to website Accessibility; xii) All the tasks related to ‘Accessible India Campaign’ and Continuous co-ordination with Department of Empowerment of PwDs: for other related tasks. xiii) All the tasks related to R&D Projects of accessibility xiv) Answering Parliament Questions, VIP references, letters received from PMO etc, related to accessibility; xv) Public Grievances related to Accessibility; and xvi) Any other work assigned from time to time.			
3.	Dr. Santosh Kumar Pandey, Sci-C	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 Question, 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.	HOD(E-Infra)	Shri .K.Tyagi, Section Officer Smt. Durgesh Nandini, ASO	Transferred to e-Gov. Division w.e.f 24.05.2017
4.	Shri .K.Tyagi, Section Officer	i) Support for all Administrative & Financial Matters Pertaining to E-Infrastructure Division. 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 PRSG, Working Group etc. 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. iv) Putting up notes for concurrence approval for extension/ enhancement outlays/releases, draft replies to VIP references,	Shri V.K. Ahuja Joint Director	Smt. Durgesh Nandini, ASO	

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
		Audit matters, RTI matters, whenever required. v) Submission of routine reports/returns/reports to the concerned etc.			
5.	Smt. Durgesh Nandini, ASO	i) Support for all Administrative & Financial Matters Pertaining to E-Infrastructure Division. 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 PRSG, Working Group etc. 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. iv) Putting up notes for concurrence approval for extension/enhancement outlays/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required. v) Submission of routine reports/returns/reports to the concerned etc.	Shri .K.Tyagi, Section Officer		
		<u>E-Learning Division</u> <u>NO. 1(1)/2016-ELG Dated 19.07.2017 (pg.75-78/C) and Dated 28.07.2017 (Pg.134-128/)</u>			
1.	Smt. Alpna Dey, Sci. 'G' (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. ii) HoD (e-Infra)	GC(SM)	i) Shri D.K. Kalra, Scientist 'E' 3) Smt. Prem Sakhi, PA 4) Shri S.K. Tyagi, Section Officer 5) Smt Durgesh Nandini, ASO 6) Shri Raj Kumar, MTS	w.e.f. July, 2017
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. Assisting Member Convener of Working Group for R&D Project in E-Learning; iv. Processing of matters related to other Division of MeitY like IFD, Parliament Division, EP Division etc.	HoD (e-Learning)	1) Shri S.K.Tyagi, Section Officer 3) Smt Durgesh Nandini, ASO	

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
		v. All matters related to RTI; and vi. Support on matters pertaining to MHRD/UGC and other Ministries. vii. Preparing Annual Plan, Outcome Budget, Annual Report etc. viii. Any other work assigned from time to time.			
3.	Shri S.K.Tyagi, Section Officer	i) Support for all Administrative & Financial Matters Pertaining to E-Learning Division. 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 PRSG, Working Group etc. 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. iv) Putting up notes for concurrence approval for extension/ enhancement outlays/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required. v) Submission of routine reports/returns/reports to the concerned etc.	Shri V.K. Ahuja, Joint Director	Smt Durgesh Nandini, ASO	
4.	Smt. Durgesh Nandini, ASO	i) Support for all Administrative & Financial Matters Pertaining to E-Learning Division. 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 PRSG, Working Group etc. 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. iv) Putting up notes for concurrence approval for extension/ enhancement outlays/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required. v) Submission of routine reports/returns/reports to the concerned etc.	Shri S.K. Tyagi, Section Officer		

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
		Internet Governance Division No.5 (1)/2014-IG Dated: 27.07.2017 (Page 114-117/C)			
1.	Shri Rahul Gosain, Director	Work regarding ICANN <ul style="list-style-type: none"> All work pertaining to the following Working Groups of GAC GAC Operating Principles GAC Working Group to Examine the GAC's participation in NomCom GAC Working Group on Human Rights & International Law Public Safety Working Group Including WHOIS & RDAP & Privacy & Proxy services accreditation. GAC-GNSO Consultation Group on Early Engagement working space. Universal Acceptance Steering Group Including work on Generation Panel for the Label Generation of neo-Bramhi languages. Cross Community WG@ICANN <ul style="list-style-type: none"> CCWG Accountability WS2 Work relating to CCT Review Team <ul style="list-style-type: none"> Work of Competition, Consumer Trust & Consumer Choice Review Team. Work related to ccNSO at ICANN <ul style="list-style-type: none"> Any other work related to above work areas of ICANN Any other work related to ICANN like GNSO, ASO & ALAC Work regarding IGF <ul style="list-style-type: none"> Any work pertaining to IGF Work areas regarding WSIS/UNGGE etc <ul style="list-style-type: none"> Any work relating to WSIS/UNGGE etc. Work areas regarding NIXI <ul style="list-style-type: none"> Any work pertaining to NIXI Coordination work with DoT and CERTs <ul style="list-style-type: none"> All Coordination work with DoT and CERTs Work areas regarding APNIC <ul style="list-style-type: none"> Any work pertaining to APNIC Coordination work with other Bodies <ul style="list-style-type: none"> ITU, UNESCO, UN-CSTD, NTIA (DoC), OECD, RIR's & various NOG's, EC, ECOSOC, GIPO WIPO, EU, OSCE, Euro DIG, SSIG, DIPLO Foundation WGIG, BIS/ISO, X-NOG's etc. Misc. Work <ul style="list-style-type: none"> Cyber security, Information Security and Secure Information Access & Data security. 	JS(SKR)	<ul style="list-style-type: none"> Shri Rajesh Kumar, Steno Shri Deepak Khujur, ASO Ms. Durga Mehta, Personal Assistant Shri Mohit Batra, Consultant Ms. Reshmi Hariharan, Consultant Ms. Swati Goel, Consultant Ms Aarti Bhavna, Consultant Shri Gaurav Nagpal, Consultant 	

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
		<ul style="list-style-type: none"> Multi-Stakeholder Engagement round tables on any of the above subject areas. IDNs implementation/Internationalized email implementation/ Ipv6 Transition/IoT preparedness from IG standpoint. All work pertaining to ICERT Coordination Any other work that maybe assigned from time to time 			
2.	Shri T. Santosh, Scientist 'E'	<p><u>Work regarding ICANN</u></p> <ul style="list-style-type: none"> All work pertaining to the following Working Groups of GAC GAC Working Group on Under-Served Regions GAC Working Group to examine the protection of geographic names in any future expansion of gTLDs including two character ccTLD at SLD GAC Technology Task Force-GAC Website <p><u>Cross Community WG@ICANN</u></p> <ul style="list-style-type: none"> DSSA-WG(Joint DNS Security Stability Analysis Working Group) <p><u>Work relating to SSS and RT Team</u></p> <ul style="list-style-type: none"> Work of Second Security Stability & Resiliency Review Team <p><u>Work related to Bilateral GAC-GNSO Working/Consultation Group</u></p> <ul style="list-style-type: none"> Any Working Group related to DNS/DNS Security <p><u>Work regarding IETF</u></p> <ul style="list-style-type: none"> Any work pertaining to IETF <p><u>Work areas regarding ISOC/WGEC</u></p> <ul style="list-style-type: none"> Any work regarding ISOC/WGEC <p><u>Work on all other IG related Projects</u></p> <ul style="list-style-type: none"> All IG projects including NLUD, Amrita Eye, NIELIT IG Awareness etc. IIGF Project <p><u>Coordination work with NSCS/MEA etc</u></p> <ul style="list-style-type: none"> All coordination work with NSCS/MEA etc. <p><u>Coordination work with other Bodies</u></p> <ul style="list-style-type: none"> GAID,NPCA,CITEL,UNECA, APEC OAU, WMC, World Broadband Forum, GFCE, COE, BRICS etc <p><u>Misc. work</u></p> <ul style="list-style-type: none"> All work regarding the hosting of ICANN/IETF?IGF Meetings in India Member in assigning gov.in domains committee Work pertaining to DNS-CoE/Setting up of COE for DNS Security jointly with ICANN Misc work related to JWG/Bilateral/Other Multilateral and ICD division related queries 	JS(SKR)	<ul style="list-style-type: none"> Shri P.K.Verma, scientist-B Shri Harish Chaudhary, Consultant Shri Shiva Upadhyay, Consultant Shri Gaurav Nagpal, Consultant 	

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"> Work related to Public Grievances, RTI's & Parliament Questions/ Parliamentary Committees Any other work that maybe assigned from time to time 			
		<p><u>Human Resource Development (HRD)</u> <u>No.7(2)/2006-HRD Dated: 07.07.2017 (Page 40-44/C)</u></p>			
1.	Shri Anil Kumar Pipal, Scientist 'F' & HOD(HRD)	<ol style="list-style-type: none"> All matters relating HRD to ensure availability of trained human resources for the manufacturing & service sectors of electronics and IT industry including (but not limited) to Demand forecasting in terms of numbers and skill sets required. Identifying gaps emerging from the formal Sector. Planning & organizing the implementation of programmers in non-formal and formal sectors for meeting these gaps. Coordination with Ministries concerned for re-visioning curriculum & course contents. New HRD initiatives in line with MeitY policies viz. NPE 2012, NPIT 2012, Cyber Security Policy, R&D Policy etc. All projects/schemes in HRD division towards Human Resource Development in Electronics and Information Communication Technologies (E&ICT) including Project under the scheme for IT for Masses. All matters referred to by other Ministries/Department. International Cooperation related matters. Any other works assigned by JS (HRD), Secretary. 	JS(HRD)	Sci-E(SKV) [Sci-E(TS)-For IT for Masses] [Sci-C(SS) Sci-C(SD) DD(HRD)	
2.	Shri Sanjay Kumar Vyas, Scientist 'E'	<ol style="list-style-type: none"> All matters relating HRD to ensure availability of trained human resources for the manufacturing & service sectors of electronics and IT industry including (but not limited) to Demand forecasting in terms of numbers and skill sets required Identify gaps emerging from the formal Sector. Planning & organizing the implementation of programmers in non-formal and formal sectors for meeting these gaps. Coordination with Ministries concerned for re-visioning curriculum & course contents. New HRD initiatives. Skill Development in ESDM for Digital India Information Security Education and Awareness Project (Phase-II) Capacity building in Electronic Product Design and Production Technology. 	HOD(HRD)	Scientist 'C' (SS) *Sci- 'C' (SD) 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
		9. Closure of Advanced Faculty Training in Emerging Trends of Hardware, Embedded Systems and Information Technology –C-DAC. 10 Capacity Building in the areas of Electronics Product Design and Production Technology 11* Closure of project IT Mass Literacy/NDLM 12* Digital Saksharta Abhiyan (DISHA) 13* Digital Literacy Mission for Rural India. 14 Formulation of new proposals 15 * Skill Development Initiatives – Skill Development/Target, National skill Qualification Framework, Coordination with MSDE & NSDA. 16 All matters referred to by other Ministries/Departments. 17 International Cooperation related matters. 18 Parliamentary related matters. 19 Activities regarding Standing Committee of Parliament. 20 CPIO in HRD Division 21 Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget. 22 Any other activity assigned by HOD(HRD) JS(HRD)			
3.	Shri T. Santhosh Scientist 'E'	1. Projects under IT for Masses. 2. Formulation of new proposals. 3. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget. 4. Any other activity assigned by HOD(HRD) JS(HRD).	HOD(HRD)	HRD Section	
4	Shri Surendra Singh, Sci.- C	1. Skill Development in ESDM for Digital India 2. Information Security Education and Awareness Project (Phase-II) 3. Setting up of Electronics &ICT Academy 4. IT for Jobs 5. New HRD initiatives 6. E-Samiksha, EP Division Coordination, Monthly Cabinet Matters. 7. Coordination/Compilation pertaining to projects. 8. Inputs of HRD works for MeitY website. 9. All matters referred to by other Ministries/departments. 10. Parliamentary related matters. 11. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget &Performance Budget. 12. Any other activity assigned by AD(AKV) and HOD(HRD)	Sci-E(SKV)	HRD Section	
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.	HOD(HRD) *Sci.-E(SV)	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. Development of North Eastern Region by enhancing the Training/Education capacity in the IECT area. 5. Setting up of NIELIT Centre at Patna, Ropar. 6. Closure of UPTU project (under the Scheme of Manpower Development for Software Export Industry) DISHA and NIELIT centers at Chennai, Kolkata, Leh (Laddakh). 7. *PMGDISHA 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. 16. Any other activity assigned by AD(SKV) HOD(HRD)			
6.	Shri D.K. Sagar, Deputy Director	1. In-charge of HRD Section 2. All Administrative / Finance related matters of various projects, programmers, schemes being implemented by HRD Division. 3. Annual Plan, Annual Report, Outcome Budget and performance Budget 4. Finance & Budget related matters 5. Administrative / Finance related matters of NIELIT 6. Parliamentary matters 7. VIP related matters 8. RTI and Audit matters of HRD Division 9. O&M related matters 10. Coordination activity 11. Activities regarding Standing Committee of Parliament. 12. Any other activity assigned by HOD(HRD) / JS(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 Manish Kumar Meena, JSA	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 assist (MKM) DD(HRD)	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
		<u>National Knowledge Network (NKN)</u> F.No. 2(1)/2012-NKN Dated: 05.04.2017 (old data)			
1.	Shri A.K. Balani, Sci-E & HOD(NKN)	Head of National Knowledge Network Division under E-Infrastructure/E-Learning Group. Over all work related to coordination, implementation, monitoring and other activities which include : High Level Committee, Model (Demonstration) Projects Evaluation Committee, Usage of NKN, issues relating to NKN & NMEICT, National Workshop on NKN, Extension of NKN to SAARC countries, etc. of NKN project.	JS(SM)	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, Usage of NKN, issues relating to NKN & NMEICT, Extension of NKN to SAARC countries and other works as assigned by HOD-NKN etc. in respect of NKN Project.	HOD(NKN)	DD(DKS)	
3.	Shri D.K. Sagar, Deputy Director*	Providing administrative and financial support for coordination, implementation, monitoring, etc, of NKN project.	Sci-E(VMG)/HOD(NKN)		

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities / Assignments	Reporting to (Name & Designation of Officer)	Assisted by (Name & Designation of Officer) S/Shri/Smt./Ms.	Remarks
1	2	3	4	5	6
		Digital Payments Division No 12(114)/2017-DPD Dated: 31.07.2017 (Page 135-136/C)		Supported by Non Technical Staff 1. Sh. Jatinder Singh, SO 2. Sh. Uday Bhan, ASO 3. Gajendra Prasad Beniwal, ASO 4. Esaki Rajan, SSA	
1.	Ms Archana Dureja, Sci 'G'	1. Regulatory and Policy Matters, International Cooperation. • Matters related with RBI, PMO, CoS, CabSec, DEA and International Cooperation.	JS(SKR)	Nitesh Duhan Nitish Shrivastava Ms. Pritha	
		2. Grievances Redressal Mechanism • GRM related to Banks, Departments and industry		Himanshu Makkar	
2.	Ms. Geeta Kathpalia, Sci-G	3. Ministries, Departments and States including PFMS & BharatKosh, Budget related issues. • Coordination with all Ministries, Departments and States including PFMS & BharatKosh	JS(SKR)	Akshay Jain	Lead Consultant
		4. Promotion and Media. • Overall Promotion and media campaign across departments, banks and industry		Abhinav Himanshu	Team Member Team Member
		5. Dashboard. • Dashboard		Abhishek Lahri Jamal Akhtar	Lead Consultant Team Member
		6. Industry. • Industry Coordination		Ms. Aashita Tandon Ankit Kaushik (Only for Bank support)	Lead Consultant Team Member
		7. Training and Education. • Training and Education of Departments		Ms. Shubhangi Bose	Lead Consultant
3.	Ms. Kavita Bhatia, Sci-G	8. Banks, DFS, NABARD, NPCI, Establishment of Nationla Mission, Formulation & Monitoring of schemes. • Coordination with Banks, DFS and NABARD.		Rahul Dhiman Rakesh Verma Ankit Kaushik Prateek Negi	Lead Consultant Team Member Team Member Team Member
		• NPCI related issues		Gaurav Loomba Sahil Arjun	Lead Consultant Team Member Team Member
		• BHIM Schemes Management		Prateek Negi	

		<ul style="list-style-type: none"> Data Management 	JS(SKR)	Ankit Kaushik	
		<ul style="list-style-type: none"> Technology and IT systems (QoS, Apps, etc.) Infrastructure (PoS, Availability, bandwidth) 		Soumabrata Ganguly	
		9. Cyber Security. <ul style="list-style-type: none"> Cyber Security related activities 		Abhishek K. Singh	
4.	Shri Sanjay Kumar Rakesh, JS	10. Overall Management and Coordination. <ul style="list-style-type: none"> Overall responsibility and Coordination among consultants 	Secretary	Dharmender Jhamb	

XII. Economic Planning and Coordination Group

Coordination and Economic Planning Division

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.	Smt. Kamini Malik, Scientist-E	Coordination Division 1. e-Samiksha / PRAGATI/VLMS <ul style="list-style-type: none"> Tracking of items on e-SamikSha Portal Updating action taken by MeitY on the portal Preparation of briefs for Secretary/ reviews Any other work related to the subject 2. Groups of Secretaries (Sectoral and Thematic) <ul style="list-style-type: none"> Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY. Periodic updates on NITI Dashboard Coordination with Rapporteur of Group/Cabinet Secretariat/ PMO for providing updated status of implementation of DAP of MeitY. Preparation of briefs for Meetings of Group of Secretaries. 3. References from PMO/Cabinet Secretariat. 4. Draft Notes for Cabinet/CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices. 5. Implementation of MeitY's Programmes and Schemes in States. <ul style="list-style-type: none"> Preparation of State-wise Report on initiatives of MeitY, and their status of implementation in respective States and maintaining a monthly update of same. 	Economic Adviser	Sh. Rahul Neiwal, Scientist 'B'	Link Officer : Sh. B.R. Jarodiya, Scientist 'D'

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"> • 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. • Preparation of State folders for use of MEIT/MoS/Secretary for State visits. • Any other work related to the subject. • States allocated: Madhya Pradesh, Maharastra, Kerala, Goa, Karnataka, Puducherry, Lakshadweep <p>6. Nodal Officer for Grievances for Coordination Division and Economic Planning Division.</p> <p>7. Appellate Authority for RTI matters with respect to CD & EPD.</p> <p>8. Miscellaneous matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>1. Technical /Statistical analysis - Selected areas</p> <ul style="list-style-type: none"> • Trade Data- export/ import data • WTO and UNCTAD data <p>2. Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</p> <p>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. B. R. Jarodiya, Scientist 'D'	<p><u>Coordination Division</u></p> <p>1. e-Samiksha Portal Modules Allocated</p> <ul style="list-style-type: none"> • ATR to DBT Mission (Monthly) • ATR on PRAGATI Implementation (Monthly) • Memorandum of Understanding (MoU) (Quarterly) <p>2. Preparation of Annual Report</p> <p>3. Matters relating to Vision Document/ Strategy Plan/ Action Plan with respect to MeitY.</p>	Economic Adviser	Shri Abhay Kumar Lokhande, DD	Link Officer : Smt. Kamini Malik, Sci.-É'

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. Matters relating to budget / outcome budget/other such issues with respect to CD & 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>9. Draft Notes for Cabinet, CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p>10. Implementation of MeitY’s Programmes and Schemes in States.</p> <ul style="list-style-type: none"> • Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same. • 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. • Preparation of State folders for use of MEIT/MoS/Secretary for State visits. • Any other work related to the subject. • States allocated: West Bengal, Odisha, Chhattisgarh, Jharkhand, Chandigarh, Andaman & Nicobar <p>11. Miscellaneous. Matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>1. Technical /Statistical analysis - Selected areas</p> <ul style="list-style-type: none"> • ASI data on Electronics and IT • Coordination with Industrial Associations <p>2. Statistical Handbook</p> <p>3. Analytical Reports on Implementation of MeitY’s Programmes and Schemes in States.</p> <ul style="list-style-type: none"> • Preparation of State-wise and Scheme-wise analytical State Reports 			

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
		regarding implementation of initiatives of MeitY in the respective State (with reference to State allocated).			
3.	Shri Abhay Kumar Lokhande, DD	<p><u>Coordination Division</u></p> <p>1. e-Samiksha Portal</p> <p>Modules Allocated:-</p> <ul style="list-style-type: none"> • ATR to DBT Mission (Monthly) • ATR on PRAGATI Implementation (Monthly) • Memorandum of Understanding (MoU) (Quarterly) <p>2. Matters relating to Vision Document/ Strategy document/ Action Plan with respect to MeitY.</p> <p>3. Matters relating to budget / outcome budget/other such issues with respect to CD & EPD.</p> <p>4. State level Pending issues – Periodic reports to be sent to NITI Aayog/other offices.</p> <p>5. State wise / Scheme wise Report for PMO/NITI Aayog.</p> <p>6. References from NITI Aayog/ Ministry of Finance.</p> <p>7. References from PMO/Cabinet Secretariat.</p> <p>8. Draft Notes for Cabinet, CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p>9. Miscellaneous matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>1. Technical /Statistical analysis - Selected areas</p> <ul style="list-style-type: none"> • ASI data on Electronics and IT • Coordination with Industrial Associations 	Sh. B. R. Jarodiya, Scientist 'D'	Sh. Jay Verdhan Tiwari, Sci- 'C'	
4.	Sh. Vinod Kumar, Joint Director (Also In-Charge Of Parliament/RT I/Grievance Division)	<p><u>Coordination Division</u></p> <p>1. References from PMO/Cabinet Secretariat.</p> <p>2. Draft Notes for Cabinet/ CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p>3. Implementation of MeitY's Programmes and Schemes in States:-</p>	Smt. Kamini Malik, Scientist 'E'	Ms. Shalaka Kujur, Assistant Director (Only For CD & EPD Matters)	

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"> • Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same. • 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 • Preparation of State folders for use of MEIT/MoS/Secretary for State visits. • Any other work related to the subject. • States allocated: Gujarat, Andhra Pradesh, Telangana. <p>4. Miscellaneous matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</p> <ul style="list-style-type: none"> • 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). 			
5.	Shri Jay Verdhan Tiwari, Sci-'C'	<p><u>Coordination Division</u></p> <p>1. Preparation of Note on Initiatives of MeitY and progress in implementation of Programmes /Schemes of MeitY (All India Level)</p> <ul style="list-style-type: none"> • Preparation of required Note for PMO/Cabinet Secretariat/any other context. • Preparation of a tabular statement of Progress achieved with identified key indicators for Programmes and Schemes of MeitY. • Maintaining an updated status of these Reports on monthly basis as per requirement. <p>2. Material for President's Address/FM's Speech/Republic Day Address/Independence Day Address etc.</p> <p>3. Material for I&B Reference Annual-Bharat.</p>	Economic Adviser	Sh. Abhay Kumar Lokhande, Deputy 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>4. Preparing briefs for Secretary.</p> <p>5. Nodal Officer for NER & J&K matters.</p> <p>6. Matters relating to GST Cell.</p> <p>7. CPIO for RTI matters with respect to CD & EPD.</p> <p>8. References from PMO/Cabinet Secretariat.</p> <p>9. Draft Notes for Cabinet/ CoS, EFC/SFC and Private Member/ other Bills/State Bills received from other Ministries/State Governments/ other Offices.</p> <p>10. Implementation of MeitY's Programmes and Schemes in States:-</p> <ul style="list-style-type: none"> • Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same. • 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. • Preparation of State folders for use of MEIT/MoS/Secretary for State visits. • Any other work related to the subject. • States allocated: All States of North Eastern Region including Sikkim. <p>11. Miscellaneous matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>1. Technical /Statistical analysis - Selected areas</p> <ul style="list-style-type: none"> • RBI BOP data on IT/Software Services • IT Penetration – mobile phones, ITes, PCs, telephones etc. <p>2. Compilation of Initiatives of MeitY in North Eastern Region (Quarterly)</p> <p>3. Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</p> <ul style="list-style-type: none"> • Preparation of State-wise and Scheme-wise analytical State Reports regarding implementation of initiatives of MeitY in the respective 			

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1.	2.	3	4	5	6
		State (with reference to State allocated).			
6.	Sh. Rahul Neiwal, Scientist 'B'	<p><u>Coordination Division</u></p> <p>1. e-Samiksha / PRAGATI/VLMS</p> <ul style="list-style-type: none"> • Tracking of items on e-SamikSha Portal • Updating action taken by MeitY on the portal • Preparation of briefs for Secretary/reviews • Any other work related to the subject <p>2. Groups of Secretaries (Sectoral and Thematic)</p> <ul style="list-style-type: none"> • Monitoring and any other work relating to Departmental Action Plan (DAP) of MeitY • Periodic updates on NITI Dashboard • Coordination with Rapporteur of Group/Cabinet Secretariat/ PMO for providing updated status of implementation of DAP of MeitY. • Preparation of briefs for Meetings of Group of Secretaries. <p>3. References 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>5. Implementation of MeitY's Programmes and Schemes in States.</p> <ul style="list-style-type: none"> • Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same. • 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. • Preparation of State folders for use of MeitY/MoS/Secretary for State visits. • Any other work related to the subject. • States allocated: Rajasthan, Uttarakhand, Punjab, Haryana, Jammu & Kashmir, Daman & Diu. 	Smt. Kamini Malik, Scientist 'E'	Ms. Shalaka Kujur, Assistant 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>6. Miscellaneous matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>1. Technical /Statistical analysis - Selected areas</p> <ul style="list-style-type: none"> • Trade Data- export/ import data • WTO and UNCTAD data <p>2. Analytical Reports on Implementation of MeitY's Programmes and Schemes in States. 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>			
7.	Ms. Shalaka Kujur, Assistant Director	<p><u>Coordination Division</u></p> <p>1. Preparation of Note on Initiatives of MeitY and progress n implementation of Programmes /Schemes of MeitY (All India Level)</p> <ul style="list-style-type: none"> • Preparation of required Note for PMO/Cabinet Secretariat/any other context. • Preparation of a tabular statement of Progress achieved with identified key indicators for Programmes and Schemes of MeitY. • Maintaining an updated status of these Reports on monthly basis as per requirement. <p>2. Material for President's Address/FM's Speech/Republic Day Address/Independence Day Address etc.</p> <p>3. Material for I&B Reference Annual-Bharat.</p> <p>4. Preparing briefs for Secretary.</p> <p>5. Matters relating to GST Cell.</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>	Economic Adviser	Sh. Rahul Neiwai, Scientist 'B'	

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		<p>8. Implementation of MeitY's Programmes and Schemes in States:-</p> <ul style="list-style-type: none"> • Preparation of State-wise Report on initiatives of MeitY and their status of implementation in respective States and maintaining a monthly update of same. • 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. • Preparation of State folders for use of MEIT/MoS/Secretary for State visits. • Any other work related to the subject. <p>9. Miscellaneous matters as may be assigned from time to time.</p> <p><u>Economic Planning Division</u></p> <p>1. Technical /Statistical analysis - Selected areas</p> <ul style="list-style-type: none"> • RBI BOP data on IT/Software Services • IT Penetration – mobile phones, ITes, PCs, telephones etc. <p>2. Compilation of Initiatives of MeitY in North Eastern Region (Quarterly)</p> <p>3. Analytical Reports on Implementation of MeitY's Programmes and Schemes in States.</p> <ul style="list-style-type: none"> • 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). 			