

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

(Half Yearly Report ending 31.12.2016) - Updated upto the date indicated against each Divisions/Sections

I. PERSONNEL GROUP

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
						Office of JS(Pers.) 1. Shri Raghunath Agash
1.	Personnel	Shri R.P. Pradhan, Director	Personnel-I (Page 137-139/C)	Personnel/Establishment Matters related to Gazetted Officers, etc [Note: Also to deal the Personnel Policies and Accounting Policies of salutatory & other Autonomous organizations (excl. autonomous societies)]	NIL	1. Shri P Victor Albuquerque, DD 2. Smt. Sushma Solanki, PA (PVA) 3. Shri Sandeep Kumar Ambasta, SO 4. Shri L.N.Mathur, ASO 5. Shri K. S. Chauhan, ASO 6. Shri Pawan Vineet Singh Rawat, ASO 7. Shri Om Prakash Goniya, SSA 8. Shri Surender Singh, SSA 9. Shri Amandeep, Steno 10. Ms. Ritu, JSA 11. Shri Munna Kumar, MTS
2.	Personnel	-do-	Personnel-II (Page 122-124/C)	Personnel/ Establishment Matters related to Non-Gazetted Officials, etc.	NIL	1. Shri P Victor Albuquerque, DD 2. Smt. K.Bhanu Hariharan, SO 3. Ms. Reena Prakash, ASO 4. Ms. Disha Soni, ASO 5. Ms. Kamlesh Kumari, ASO 6. Ms. Anita Kumari, ASO 7. Shri Sahbir Singh, SSA 8. Shri Bhawani Ram Dikarwal, SSA 9. Shri Satyanarayanan Badhai, JSA

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	Personnel	Shri R.P. Pradhan, Director	Personnel-III (Page 145-146/C)	Personnel Policy Matters. Legal aspects incl. liaisoning with M/o Law, Recruitment Rules, Review Promotion of S&T Officers (Group A and Below Group A Officers), Disciplinary Cases of MeitY employees, Court Cases, APARs, Intimation under Conduct Rules, review under FR56(j), Re-verification/ special verification of C&A in respect of officials working in sensitive nature of work. etc.	NIL	1. Shri Sanjit Choudhury, DD 2. Smt. Veena Luthra, PS[PS to DD(SC)] 1. Smt. V.Rajalakshmi, SO 3. Smt. Sunita Kharbanda, ASO 4. Sh. Thangminlen Haokip, ASO 5. Shri Pankaj Kumar Singh, ASO 6. Shri Mohan Lal-II, SSA
4.	Personnel	Shri R.P. Pradhan, Director	Autonomous Bodies Coordination Section (Page 140-141/C)	All matters relating to Personnel policies and accounting in r/o all the autonomous bodies under the control MeitY. All matters relating to ET&T(in the process of closing down) and the residual aspects pertaining to SCL and CLCR (which had been transferred to DOS and DST respectively).	NIL	2. Shri Sanjit Choudhury, DD 3. Smt. Neena Talwar, SO 4. Shri Sunny Kumar, ASO 5. Smt. A. M. Selvi, ASO 6. Shri Aman Kumar, ASO 7. Smt. Shashi Bala, SSA

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Personnel	Shri R.P. Pradhan, Director	General Coordination Section (Page 171/C)	General Coordination of Personnel/ Establishment aspects, etc. Functions related to welfare including management of departmental canteen.	NIL	<ol style="list-style-type: none"> 1. Shri G.R. Meena, DD 2. Shri Devendra Pal Chawla, SO 3. Shri Suresh, ASO 4. Shri Rajesh Kumar Bains, ASO 5. Shri Raghbir Singh, SSA 6. Shri Gordon C.Amaw, JSA 7. Shri Rajesh Kumar, MTS
6.	Personnel	Shri R.P. Pradhan, Director	Management Services (Organization and Methods) MS(O&M) Section (Page 174/C)	Management Services/O&M related matters pertaining to MeitY and its constituent units, etc.	NIL	<ol style="list-style-type: none"> 1. Shri P. Victor Albuquerque, DD 2. Shri Naresh Kumar, SO 3. Shri Jay Singh, Stenographer 4. Smt. Asha Pandey, SSA 5. Shri Bhagat Singh, MTS

II. FINANCIAL MANAGEMENT GROUP - Integrated Finance Division

NAME OF THE GROUP COORDINATOR: Smt. Anuradha Mitra, AS&FA (Page 130-134/C)

NAME OF THE GROUP : Integrated Finance Group

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	IFD	Smt. C. K. Bajaj, Dir.				<p><u>Office of AS&FA</u></p> <ol style="list-style-type: none"> 1. Shri Raj Kumar, PPS 2. Shri Alakh Prasad, PA 3. Shri Gajendra Prasad Beniwal, ASO 4. Shri Rakesh Kumar, Staff Car Driver 5. Shri Gopal Upadhyay, MTS <p><u>Office of Director(Finance)</u></p> <ol style="list-style-type: none"> 1. Ms. Kanchan, Stenographer 2. Shri Ved Pal, MTS
			Budget	<p>Formulation of Budget proposals. Detailed Demands for Grants (DDG) and printing of. Laying the budget related document on the Table of both the Houses of Parliament.</p> <p>Statement of Budget Estimates (SBEs) and Revised Estimates. Monthly Expenditure Assessments, Expenditure Statements(Monthly/Quarterly Yearly).</p> <p>Liaise with Minisrty of Finance and other attached offices/statutory bodies and autonomous societies under this ministry, for day-to-day work on budget matter.</p> <p>Rationalization of Schemes keeping in view the instructions/ guidelines of Department of Economic Affairs and Controller General of Accounts.</p> <p>Preliminary material for the Parliamentary Standing Committee on IT on Demands for Grants; compilation of replies to the questionnaire of the Committee and action taken notes on the recommendations of the Committee.</p> <p>Supplementary Demands for Grants/ re-appropriation and surrender of grants/revalidation of quarterly savings/ opening of new heads of account/additional fund requirement/loans and advances.</p>		<p><u>Budget Section</u></p> <ol style="list-style-type: none"> 1. Shri M.P Singh, DD, Budget 2. Shri D.S. Rawat, SO- Budget 3. Shri Deba Prasad Das, ASO 4. Shri Naveen, SSA 5. Shri Ramashish Kumar, MTS

			<p>Audit</p> <p>Parliament Questions, Audit Observations on budget/accounts, matters relating to Appropriation Accounts, explanatory note on excess/savings, various monthly/ quarterly reports, etc. Action Taken notes on PACR, CAG Report and audit paras.</p> <p>Draft audit paras, local audit reports and audit paras of internal audit report in respect of societies, attached offices.</p> <p>Conducting of SAC meetings/ATN adalat/workshop/ Adhoc review committee meeting to monitor pending ATNs on CAG and audit paras of inspection reports.</p> <p>Coordination with LAP and inclusion of important audit observations/ paras in the Annual Report.</p> <p>Uploading of status of ATNs on CAG paras on APMS web portal as per instructions of M/o Finance.</p> <p>Attending quarterly training on access to APMS portal on CAG audit paras at CGA office.</p> <p>Furnishing of consolidated weekly, monthly, quarterly and half yearly and year reports/returns of IFD to various sections.</p>		<p>Audit Section</p> <ol style="list-style-type: none"> 1. Shri M.P. Singh, DD 2. Smt. Inderjit Kaur, SO-Audit 3. Shri Saurabh Kumar, JSA
			<p>IFD</p> <ol style="list-style-type: none"> 1. Concurrence/advise, etc. 2. Expenditure Monitoring of Schemes (incl. sanction of estimates/revised estimates for all Projects/works under delegated powers of MeitY, and Processing of all cases through SFC, EFC, PIB for projects not falling under MeitY powers), etc. 		<p>Finance - I</p> <ol style="list-style-type: none"> 1. Shri Sanjeev Kumar Arora, DD 2. Smt. Rachna Gaba, PS 3. Smt. Padmavati, SO 4. Shri Mahinder, ASO 5. Smt. Sushma Rani, ASO <p>Finance- II</p> <ol style="list-style-type: none"> 1. Shri Sanjeev Kumar Arora,DD 2. Smt. Deepa Chabra, SO 3. Sh. Manish Panwar, JSA
			<p>D&D</p> <p>Drawing & Disbursing functions, etc.</p>		<p>Drawing & Disbursing(D & D)</p> <ol style="list-style-type: none"> 1. Shri M.P Singh, DD 2. Smt Meenakshi Kumar, DDO 3. Shri D.K. Verma, ASO 4. Shri Bhoop Singh, ASO 5. Shri S.K Kapoor, ASO 6. Mrs Amarjeet Kakkar, ASO 7. Shri Ajay Parve, Senior SSA 8. Shri Mahesha Nand, SSA (Cashier) 9. Shri Ravinder Kumar, SSA

III SUPPORT GROUP

NAME OF THE GROUP COORDINATOR: Shri Rajiv Kumar Joint Secretary

NAME OF THE GROUP : Support

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	General Administration	Shri B.D. Sharma, Joint Director	General-I (Page 135-136/C)		NIL	<ol style="list-style-type: none">1. Shri Rajesh Lugun, SO2. Smt. Sushma Raut, ASO3. Sh. Anand Singh, Transport Supervisor4. Smt. Manjeet Kaur, JSA5. Sh Rajeshwar Prasad, MTS <p><u>Conference Room</u></p> <ol style="list-style-type: none">1. Sh. Sharwan Kumar, SSA2. Sh. Anand Singh, Xerox Operator <p><u>Xerox Room</u></p> <ol style="list-style-type: none">1. Sh. Chandeshwar Saha, Sr. Roneo Operator2. Sh. Yogender Prasad, Sr. Reprographer3. Sh. Naresh Chand, Xerox Operator4. Sh. Mahinder Singh, Xerox Operator <p><u>Telephone Exchange</u></p> <ol style="list-style-type: none">1. Sh. Bhagwan Dass, JSA

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	General Administration	Shri B.D. Sharma, Joint Director	Protocol Section (Page 128-129/C)			<ol style="list-style-type: none"> Shri Rajesh Lugun, SO (Addl. Charge) Shri Mahender Kumar Shrawat, ASO Sh. Krishan Chand, SSA Sh. S. Esakki Rajan, SSA Shri Adil Rashid, JSA Sh. S.K. Saxena, MTS

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	-do-	-do-	General-II (Security Section) (Page 147-148/C)		NIL	<p>Security Section</p> <ol style="list-style-type: none"> Shri Sudershan Kumar, SO(Fire) (Addl. Charge) Shri Rajeshwar Prasad Shah, SSA Shri Mahaveer Singh Sekhawat, MTS <p>Reception</p> <ol style="list-style-type: none"> Shri Sushil Kumar Das, Receptionist Shri Trikesh, MTS <p>Key Board Room</p> <ol style="list-style-type: none"> Shri Amit Kumar, Security Supervisor Shri Bhupender Kumar, Security Supervisor Shri Dudh Nath Mehto, MTS Shri Madan Lal, MTS Shri Jai Bhagwan, MTS Shri Umed Singh, MTS
	-do-	-do-	General-II (Crisis Management Section) (Page 149-150/C)		NIL	<ol style="list-style-type: none"> Shri Sudershan Kumar, SO

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	-do-	-do-	General-III (Purchase (Page 142-144/C))		NIL	<ol style="list-style-type: none"> 1. Shri Ramesh Kumar, SO 2. Shri Rajiv Sharma, ASO 3. Shri Vikash Sahay, JSA 4. Shri Jagpat Singh, MTS
	-do-		Stores (Page 142/C)			<ol style="list-style-type: none"> 1. Shri Hansraj, Sr. Stores Officer 2. Sh. Radhey Sayam, Store Officer 3. Shri Manoj, Store Officer 4. Shri Raj Singh, ASO 5. Shri Dilbar Singh, SSA 6. Smt. Kavari, MTS 7. Shri Ravi Karhana, MTS
	-do-	-do-	CR & Archival (Page 142/C)		NIL	<ol style="list-style-type: none"> 1. Shri Ramesh Kumar, SO 2. Shri Vinod Kumar Jaggi, ASO 3. Shri Tarun Kumar, DR 4. Shri Pawan Kumar, DR 5. Shri Praveen, DR 6. Shri Balam Singh Negi, Sr. Record Keeper 7. Shri Ram Singh, MTS 8. Shri Vijender, MTS
	-do-	Shri R.P. Pradhan, Director	Building Maintenance and Engineering Section (Page 153-155/C)	As per Annexure (Page 153-154/C)	NIL	<ol style="list-style-type: none"> 1. Shri B.D. Sharma, JD 2. Shri K. Basavaraja, AE(Civil) 3. Ms. Jyoti Arora, Steno (JD-BDS) 4. Shri Arun Shakya, Steno (JD-BDS) 5. Smt. Suman Rani, JSA 6. Shri Gopal Dutt, MTS 7. Shri Hari Narayan Sah, MTS 8. Durga Mehto, MTS 9. Shri Dayanand Kumar, MTS, 10. Shri Yad Ram, MTS 11. Shri Piyush Prakash, MTS 12. Shri Ravi Dabbas, MTS

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Shri Jagdigh Goklani, Joint Director (OL)	Raj Bhasha Section (Page 151/C)	All matters relating to the Rajya Bhasha (Hindi) implementation.	NIL	1. Shri Shiv Kumar Nigam, DD(OL) 2. Shri Stanislas Lakra, PS 3. Shri Padam Singh, PS 4. Smt. Rachna, Nema, Sr. Hindi Translator 5. Smt. Rekha, PA 6. Smt. Jiwanti Topo, PA 7. Ms. Pappu Kumar Sahu, Junior Hindi Translator 8. Ms. Mamta, Junior Hindi Translator 9. Shri Amit, MTS
			Parliament Section (Page 152/C)	All matters related to the Parliament and Parliamentary Committees in MeitY and the constituent units under its control.	NIL	1. Shri Vinod Kumar, DD 2. Shri Vinod Priya, SO 3. Shri L.S. Rawat, ASO 4. Shri J.P.Bhaskar, SSA 5. Shri Virender, PA 6. Shri Sate Singh Rawat, MTS

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Shri B.D. Sharma, JD	Office Automation Cell (Page 172-173/C)	1. Total Office Automation in MeitY (HQ). 2. Ensuring development and installation of associated systems and software in applications, such as: i. File Movement/ OPA ii. On-line file processing, iii. Office Notices, Office Orders, Policy Decisions, 3. Ensuring assistance to concerned Groups/ Divisions/Sections in r/o creation of related databases.		1. Smt. Prakash Vati Hastoria, SO 2. Shri Srinivas, ASO

NAME OF THE GROUP COORDINATOR:**NAME OF THE GROUP : Support Units**

Sl. No.	Name of Division	Name of GC/HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	Support Division	Dr. Seema Gaur, Sr. Economic Adviser/GC	Public Relation. Public Grievance/RTI Cell (Page 167-168/C)	All matters relating to Redressal of Grievances Machinery in MeitY [including PR/PG related matters, formulation of Citizen Charter, managing Public Information Counter, and the Right to Information Act related aspects.]	NIL	1. Shri Vinod KumaR, Deputy Director 2. Smt. Ashma Gandhi, Section Officer 3. Smt. Saroj Bala, Stenographer 4. Smt. Amrit Kaur, SSA 5. Shri Dheeraj Kr. Rohilla, MTS
1.	Support Division	Shri R.P. Pradhan, Director	Information and Documentation Centre (Library) (Page 169-170/C)	All matters relating to the Information & Documentation Centre of MeitY.	NIL	1. Shri G.R. Meena, Deputy Director 2. Smt. Rajini Raina, ALIO 3. Ms. Anita Kumari, ALIO 4. Shri Ashish Kumar, MTS
2.	Support Division	Dr. Ajay Kumar, AS	Vigilance Unit (Page 125-127/C)	All Vigilance matters pertaining to MeitY and its constituent units.	NIL	1. Smt. Ansa John, DD 2. Shri C.S. Arya, SO 3. Shivanshi Srivastava, ASO 4. Shri Rajiv Kumar, SSA 5. Smt. Kamla, MTS

III. R&D in ELECTRONICS, R&D in INFORMATION TECHNOLOGY, Cyber Security R&D Division

NAME OF THE GROUP COORDINATOR: Dr. Debashis Dutta, Scientist-G / GC (Page 164-166/C)

NAME OF THE GROUP : R&D

Sl. No.	Name of Division	Name of HOD (S/Shri/Dr./Mrs./Ms.)	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities (S/Shri/Dr./Mrs./Ms.)	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				i) Digital Infrastructure & Connectivity		
		B.K. Murthy, Sci-G		• High speed Broadband	Anil Kumar Kaushik, Sci-F, Sankhdip Das, Sci-C, Vimal Kumar Singh, Sci-B	
		B.K. Murthy, Sci-G		• Public Internet Access & WiFi		
				ii) Digital Innovation		
		Sunil Alag, Sci-G		• Start Ups	Manoj Kumar Jain, Sci-F Nalin K Srivastva, Sci-C Anurag Kumar, Sci-B	
		Sunil Alag, Sci-G		• Innovation & Entrepreneurship Support		
		A.K. Garg, Sci-F		• IPR, MGS & TIDE		
		S.K. Srivastava, Sci-G		• Emerging Tech/ R&D	Rekha Grover, Sci-E, V.K. Kaushik, D/M	
				iii) Major Projects		
		P. Ghatak, Sci-E		• GaN	Sangeeta Semwal, Sci -C	
		S.K. Srivastava, Sci-G		• Nano-Centre & Centre of Excellence	M. Seshagiri Rao, Sci-F Nalin K Srivastva, Sci -C	
		Sunita Verma, Sci-F		• C2S	Nishit Gupta, Sci-C	
		Sunil Alag, Sci-G		• Semiconductor Fab	S. K. Marwaha, Sci-F	
		S. A. Kumar, Sci-F		• NSM	Naveen Kumar, Sci -C Nishit Gupta, Sci-C	
		Sunil Alag, Sci-G		• Microprocessor	Om Krishan, Sci-B	
				iv) R&D		
				• Electronics		
		Tara Shanker, Sci-F		ESDA incl. Nirbhaya Related Matters	Ramashray Prasad, Sci-E Abhishek Aggarwal, Sci- B	
		Tara Shanker, Sci-F		Strategic Electronics	Kamlesh Kumar, Sci-B	
		Sandip Chatterjee, Sci-F		EMCD	Sankhdip Das, Sci-C Surendra Gothrawal, Sci-B	
		Sunita Verma, Sci-F		Medical Electronics	P. Ghatak, Sci-E	
		Sunita Verma, Sci-F		Nano Initiatives	Ramesh Chand, Sci-E	
		Sunita Verma, Sci-F		Micro Electronics	Sangeeta Semwal, Sci -C Rashid Shaban, Sci -C	
		S.K. Srivastava, Sci-G		Health Informatics	Rashid Shaban, Sci -C	
				• Information Technology		
		Alpana Dey, Sci-G		Perception Engineering incl. ITRA	Naveen Kumar, Sci -C	

	S.A. Kumar, Sci-F		Digital Preservation & Smart Cities	Anil Kumar Sagar, Sci-C	
	S.K. Srivastava, Sci-G		IT in Emerging Areas incl. FOSS, DISC	Rekha Grover, Sci-E Anil Kumar Sagar, Sci-C	
			• CC&BT		
	R. Pitchia, Sci.-G		Convergence, Communication & Broadband	Sangita Arora, Sci-F Prakash Kumar, Sci-B	
	R. Pitchia, Sci.-G		Alternative technology for connectivity like White Space	Geeta Chopra, T/M	
			• Cyber security		
	B.K. Murthy, Sci-G**		Cyber security	Somnath Chandra, Sci-E Tarun Pandey, Sci -C	
	Swaran Lata, Sci-G		Language Computing	Vijay Kumar, Sci-F Bharat Gupta, Sci -C	
	S.A. Kumar, Sci-F		Internet of Things & Green Computing	Naveen Kumar, Sci -C	
	B.K. Murthy, Sci-G		PhD/ M-Tech Scholarship Scheme	Manoj Kumar Jain, Sci-F Hemlata, Sci-B	
			• Societies		
	Sandip Chatterjee, Sci-F		CMET		
	S.A. Kumar, Sci-F		CDAC		
	Tara Shanker, Sci-F		SAMEER		
			• IoT		
			* On superannuation of Shri Pradeep Chopra, Sci-G ** On superannuation of Dr.P.S. Nageswara Rao, Sci.-G		

VII. CYBER LAWS & E-SECURITY GROUP
Cyber Laws and E-Security (CL&ES) 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
CYBER LAWS & E-SECURITY GROUP Cyber Laws and E-Security (CL&ES) Division <u>No.3 (2)/2014-ESD Dated: 03.01.2017 (Page 19-22/C)</u>					
1.	Shri Rakesh Maheshwari, Scientist 'G'	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	GC, CL&ES	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) 8. Any other work assigned by GC, CL & ES	GC,CL&ES	Dr. Gaurav Gupta, Scientist 'D' Dr. S Sathyanarayanan, Scientist 'C' Ms. Romi Nagpal, PPS	
3.	Dr. A.S.Kamble, Scientist 'G'	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) 6. Any other work assigned by GC, CL & ES	GC,CL &ES	Shri Vinod Kumar Chouhan Scientist 'C' (will be jointly reporting to SD(RM) as well)	
4.	Shri S. Ramakrishnan, Joint Director	1. Coordination of Parliamentary Committee matters 2. Matters related to demand for Grants, Budget and Planning, expenditure and Performance Budget.	GC,CL&ES	Mrs Kavita Sachdeva, PPS	

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
		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			
5.	Dr. Gaurav Gupta Scientist 'D'	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 GCor respective reporting officer	Shri Prafulla Kumar, Scientist 'G'		
6	Shri Samayabalan Scientist 'D'	1. Nodal Officer for E-Security Group for MeitY websited 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'		
7	Dr. Dhawal Gupta, Scientist 'D'	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, Scientist 'G'		
8.	Shri Vinod Kumar Chouhan, Scientist 'C'	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'		
9	Dr. S. Sathyanarayana, Scientist 'C'	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 GCor respective reporting officer	Shri Prafulla Kumar Scientist 'G'		
10	Sh. M.K. Jain , section Officer	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, CL&ES	Shri Ravindra Nath Verma, UDC Office Assistant Sh Rajiv	
11.	Shri Ravindra Nath Verma,	1. Receipt and dispatch of dak/letters/documents and opening of files. 2. Assisting in delivering and receiving court orders from /to counsel from	SO(MKJ)		

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
	UDC	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.			

Name of the Group Coordinator: Shri Rajiv Kumar

Name of the Group: International Cooperation & Industry Promotion (ICIP) (Page 95-103/C)

S. No.	Name of the Division	Name of HoD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) Officers handling the activities	Name of the non-technical officers/staff handling the activities
1.	Industry Promotion: Software & IT Services (IP:S&ITS)	Smt. Neeraja Atri, Scientist-G	IP:S&ITS and T&IPD	1. Industrial Policy & Promotion 2. Sectoral Studies and Domestic market development for software sector 3. Promotion of Software development 4. Export Market Development for Software Sector 5. Export Strategies for Software sector 6. Administrative matters of BPO promotion Schemes (IBPS and NEBPS)	1. Shri Rajeshwar Singh Janwar, Scientist-D 2. Shri DKJ Lakra, Scientist-C 3. Ms. Manjusha Chourasia, Scientist-C 4. Shri Vishwas Shrivastava, Scientist-B 5. Shri Anil Yadava, Scientist-B	1. Ms. Ansa John, Deputy Director 2. Shri J.K. Arora, Assistant 3. Smt. Sushma Xalxo, Assistant Activities handling by these officers/staff are attached.
2.	Trade & Investment Promotion (T&IP)			1. Processing of FIPB & IEM Applications 2. Follow-up and support to FIPB and other FDI units' upto stage of their operationalization 3. Scheme for GIA Support for Conferences / Seminars / Workshops / Symposium, etc. including (i) All aspects related to MeitY's sponsorship of an Event is to be "with financial assistance" (ii) Necessary support to other Groups where MeitY's sponsorship to an Event is to be "without financial assistance" (in case the Event is cutting across the responsibilities of more than one Group)	Activities handling by these officers are attached.	

Name of the Group Coordinator: Shri Rajiv Kumar, Joint Secretary

Name of the Group: International Cooperation and Industrial Promotion (IC&IP) (Page 106-112/C)

Sl. No.	Name of Division	Name of HoD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) Officers handling the activities	Name of the non-technical officers/ staff handling the activities
1.	International Cooperation (Bilateral and Multilateral) Division	Dr. A. K. Garg, Director & Officer in Charge (OiC)	-----	Detailed activities as Annexure – I	1. Dr. A. K. Garg, Sci.-F 2. Arunabha Ghosh , Sci. 'D' 3. Rajesh Kumar, Sci. 'D' 4. Dr. Sanjeev Kumar Gupta, Scientist 'C' 5. Sh. Abhinav Sharma, Scientist 'B' handling the activities as per Annexure – 'II'	1. Smt. Ansa John, DD 2. Sh. Kamlesh Kumar Jha, SO 3. Sh. Virender Singh, ASO 4. Smt. Nisha Mendiratta, PA to Director (ICD) 5. Sh. Ramawatar Prasad, MTS 6. Sh. Jagbir Singh, MTS handling the activities as per Annexure – 'III'

Annexure - 'I'

Functions/responsibilities of International Cooperation (Bilateral & Multilateral) Division:

The International Cooperation Division (ICD) of Ministry of Electronics and Information Technology has been set up to promote international cooperation in the emerging and frontier areas of Electronics and Information Technology under bilateral, multilateral or regional framework. It is a recognized fact that Information and Communications Technology (ICT) can help to enhance the sustainable socio-economic transformation of societies. For benefits of ICT to reach the under privileged societies globally, there is also a need to bridge the digital divide. India with its extensive experience in addressing the digital divide is also facilitating a number of emerging economies by extending technical assistance in the area of IT infrastructure, networking, capacity building, HRD and e-government. Additionally, to promote international cooperation in the emerging and frontier areas of electronics and information technology, explore ways to enhance investment and address regulatory mechanism, various collaborative efforts have been geared up to encourage sustainable development and strengthening synergetic partnerships with other countries.

ICD Objectives and activities

Government act as facilitator, promoter and motivator with the objectives of:

- Creating conducive environment for international cooperation to help industries to cooperate with the industries of other countries;
- Fostering, encouraging and promoting research and development in the application of electronics and information technology related facilities;
- Coordinating technical and policy issues with international bodies/institutions like UN, WSIS, World Bank, WTO etc. to safeguard India's interest;
- Initiating joint projects like IT institutes, software parks, programmes for joint R&D and facilitating Electronics/IT Advisers etc.;
- Showcasing India's ICT strength to the globe by organizing, sponsoring and participating in trade fairs, symposiums and exhibitions.

International Cooperation Strategy:

- Engages with various developed and developing countries, Multilateral organisations for knowledge sharing , market access & diversification;
- Engages with Potential Partners for furthering IT-ITES Exports;
- Engages with developed countries for knowledge sharing (emerging technologies);
- Engages with developing countries to assist them in ICTD for furthering relations;
- Initiate and implement a number of overseas projects;
- Executes Projects to showcase our strength and as premier IT-ITES Hub globally;
- Furthering International Cooperation on Research & Innovation and address various challenges;
- Capacity Building, HRD and sharing of expertise in areas like e-Governance, Language Technologies, Internet Governance etc.

Activities:

The Ministry has active Government-to-Government cooperation with many countries. Bilateral arrangements with a number of countries have been concluded. These arrangements constitute a number of MOUs, agreements and Joint Working Groups to identify common interests, priorities, policy dialogue and the necessary tools for ICT collaboration.

The scope of cooperation as envisaged in MOUs includes mainly promoting development of IT software including Telecom Software, IT enabled services, E-commerce services & Information Security, Electronic Governance, IT and Electronics Hardware, HRD for IT education and IT enabled education, Research and Development, exploring third country markets etc.

- **Memorandums of Understanding (MoU)** describes a bilateral or multilateral agreement between two or more countries/regional groups to accelerate the cooperation further. It expresses a convergence between the countries, indicating an intended common line of action. A number of MoUs have already been concluded in the field of ICT and Cyber Security. MeitY currently has 36 active MoUs/agreements/Joint Declarations of Intent in ICT/ Cyber Security/CCA/NICSI. All active MoUs/agreements/Joint Declarations of Intent in ICT are monitored and implemented through regular Joint Working Groups (JWGs)/IGCs.
- **Joint Working Group (JWG)** meetings have witnessed enhanced government-to-government and industry-to-industry participation from respective sides. These Working Groups broadly deliberate in areas like ICT policies and strategies, cyber security, techno parks, global workforce mobility, research collaboration in Free Open Source Software, Cloud Computing, RFID Embedded System, New Generation Networks, Smart Cards, e-Governance, etc and Telecom and Media related issues for continual exchange of information and collaborative approach.
- **Research and Development (R&D) Promotion** are activities which adopt regular system of quality control to maintain quality of products to render technical and troubleshooting services, controlling various adjusting equipments and reducing the cost of production and improving the quality of products.
- **Industrial promotion** is defined as an agreement between two countries (or regions) for the reciprocal encouragement, promotion and protection of investments in each other's territories by the companies based in either country (or regions). The purpose of these agreements is to create such conditions which are favourable for fostering greater investments by the investors of one country in the territory of the other country. Such agreements are beneficial for both the countries because they stimulate their business initiatives and thus enhance their prosperity.
- **International Projects** are being initiated and implemented in order to develop new products for emerging markets in electronics and IT sector. ICD also aims to elaborate an international training concept by creating Centre of Excellence in various developing countries.

- **e-Commerce:**

The Ministry is spearheading the negotiations on e-commerce chapter under various forums/Free Trade Agreements (FTAs) such as Regional Comprehensive Economic Partnership (RCEP), WTO, BRICS etc. A White Paper on e-commerce negotiations was also evolved with inter-ministerial consultation.

ANNEXURE – ‘II’

Sl. No.	Name of the Technical (S&T)	Allocation of Responsibilities/Assignments
1.	Dr. A.K. Garg, Scientist ‘F’	In-charge of International Cooperation Division’s 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 Office of 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.
2.	Sh. Arunabha Ghosh, Scientist- ‘D’	Cooperation with Middle East, South East, Europe and North & South American countries, India’s neighbouring countries, Cooperation with European Union and ASEAN countries, Any other work assigned by Senior Officers.
3.	Sh. Rajesh Kumar, Scientist- ‘D’	Multilateral Cooperation with International Organizations like UN, WTO, WSIS, FTA, CEPA, CECA, RCEP & DTAA, ADB etc. Annual subscription to UNESCAP and BRICS. Any other work assigned by Senior Officers.
4.	Dr. S.K. Gupta, Scientist – ‘C’	Cooperation with CIS and African countries including Australia, Fiji & New Zealand, Cooperation with Russian and Far East countries. Examining projects proposals of C-DAC. He will look after the work of Sh. Rajesh Kumar, Scientist-D in his absence. Any other work assigned by Senior Officers.
5.	Sh. Abhinav Sharma, Scientist — ‘B’	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 e-Commerce. He will look after the work of Sh. A. Ghosh, Scientist-D in his absence. Any other work assigned by Senior Officers.

Sl. No.	Name of the non-technical officers/ staff	Allocation of Responsibilities/Assignments
1.	Smt. Ansa John, Deputy Director (DD)	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 meetings. Preparation of folders for Minister/Secretary and other Senior Officers in connection with their visit to foreign countries and also for visiting foreign delegates to MeitY. Coordinating with Technical Officers in the ICD on bilateral cooperation with other countries. Maintain record of MeitY's foreign engagements on matters relating to ICD. Preparation of Cabinet notes on MoUs.
2.	Sh. Kamlesh Kr. Jha, Section Officer (SO)	To handle all administrative and also look after the matters relating to ICD. Submission of O&M, Annual, Half Yearly, Quarterly and Monthly. 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.
3.	Sh. Virender Singh, ASO	Doing the work of dealing as Assistant in the Division.
4.	Smt. Nisha Mendiratta, PA	To assist Dr. A. K. Garg, Director (ICD).
5.	Sh. Ramawatar Prasad, MTS	Posted in Division
6.	Sh. Jagbir Singh, MTS	Posted in Office of Director (ICD)

Industrial Promotion: Promotion of Electronics / IT hardware manufacturing Division (IPHW) (Page 156-163/C)

Name of the Group Coordinator: Shri Rajiv Bansal, Joint Secretary

Name of the Group : International Cooperation and Industrial Promotion

Name of the Division : Industrial Promotion: Promotion of Electronics /IT hardware manufacturing Division (IPHW)

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	IPHW	NA	NA	<ul style="list-style-type: none"> • Electronics Development Fund (EDF) • IIT-Patna • Industry Innovation Programme on Medical Electronics, BIRAC • Related work and Misc. work as assigned time to time. • Promotion of Semiconductor Fabless industry. • Global Innovation and Technology Alliance (GITA) Project • Automotive Electronics. • Strategic Electronics. • Development of Materials for Electronics • Electropreneur Park Delhi- Incubation • IIITM-Kochi- Incubation <p><i>Shri Nalin Kumar Srivastava, Scientist-C earlier reporting to SD(SK) is now reporting to GC(DD) along with the work relating to Incubators, GITA, BIRAC, Working Group as Development of IP Innovation in ESDM Sector and other Innovation related files as desired vide O.O dated 23.2.17 & 6.3.17</i></p>	<p>Smt. Geeta Kathpalia, Scientist-G</p> <p>Shri Prashant Kumar, Scientist-D</p> <p>Dr. Nalin Kumar Srivastava, Scientist-C</p>	Smt. Renu Mathur, JSA
2.	IPHW	NA	NA	<ul style="list-style-type: none"> • Setting up of Semiconductor Wafer Fabrication Manufacturing Facilities • Aakash Tablet • Tariff/Tax Structure/Fiscal Policies. • Indian CAS. • Megaproject Policies • STB <p>• Related work and Misc. work as assigned time to time.</p>	<p>Shri Sudhir Kumar Marwaha, Scientist-F</p> <p>Shri Santosh Kumar Soni, Scientist-D</p> <p>Shri Bharat Bhushan Arora, Scientist-B</p> <p>Shri Raveendra Kumar Meena, Scientist-B</p>	<p>Shri Ramesh Singh, Section Officer</p> <p>Smt. Kavita Godhwani, Private Secretary</p>

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				<p><i>*As per the office order no. 11012/2/2017-MS(O&M) dated 23.03.2017, the work related to Setting up of Semiconductor Wafer Fabrication has been assigned to GC(DD). At present, concerned officers mentioned in the next column are continuing to look after the activity of semiconductor wafer fabs while reporting to GC(DD). This aspect needs to be streamlined and regulated.</i></p>		
3.	IPHW	NA	NA	<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. <p>(The said work continues with IPHW Division)</p>	<p>Smt. Asha Nangia, Scientist 'F'</p> <p>Shri Bharat Kumar Yadav, Scientist-D</p> <p>Shri Sushil Kumar Jangid, Scientist-B</p> <p>Shri Saurabh Ranjan, Scientist-B</p>	<p>Smt. Shashi Gupta, Section Officer</p> <p>Smt. Anju Sharma, Private Secretary</p>
4.	IPHW	NA	NA	<ul style="list-style-type: none"> • Communications and Brand Building Campaign • Preferential Market Access • Promotion of Medical Electronics • Promotion of Mobile Manufacturing • Promotion of LED Manufacturing • Marketing USBs. • Related work and Misc. work as assigned time to time. 	<p>Shri Deepak Sharma, Scientist-F</p> <p>Shri Rajesh Kumar, Scientist-D (on additional charge)</p> <p>Shri Mukul Kumar Yadav, Scientist-B (on additional charge)</p>	<p>Smt. Shashi Tirkey, Private Secretary</p> <p>Shri Amar Singh, Multi Tasking Staff</p>
5.	IPHW	NA	NA	<ul style="list-style-type: none"> • Modified Special Incentive Package Scheme (M-SIPS) • Special Incentive Package Scheme (M-SIPS) <p>Related work and Misc. work as assigned time to time</p>	<p>Smt. Vandana Srivastava, Director</p> <p>Shri Inder Sain, Scientist-C (additional charge basis)</p>	<p>Shri S.K. Bali, Personal Assistant</p>

Sl. No.	Name of Division	Name of HOD	Name of Section	Summary of Detailed Activities	Name of the Technical (S&T) officers handling the activities	Name of the Non-Technical (Non-S&T) officers handling the activities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					Shri Om Pal, Scientist-C	
6.	IPHW	NA	NA	<ul style="list-style-type: none"> Electronics Manufacturing Clusters (EMC) Scheme. Related work and Misc. work as assigned time to time. 	Shri Sanjay Koul, Principal Technical Officer Shri Neetesh Kumar Gupta, Scientist-B	Nil
7.	IPHW	NA	NA	<ul style="list-style-type: none"> Promotion of Investment in ESDM Sector. Marketing Initiatives/Helpdesk. ESDM Website Management. E-CRM. Bilateral Cooperation in ESDM. Make in India- Coordination with DIPP etc. Related work and Misc. work as assigned time to time <p><i>*As per the office order no. M-11012/2/2017-MS(O&M) dated 23.02.2017, the work responsibility of Investment Promotion has been assigned to CeO(My GoV) with reporting to AS vide entry no. 22. Needs clarification and appropriate resultant action, whether the said activity will continue with IPHW Division, if so, the requisite manpower is required to handle the activities.</i></p>	Smt. Meenakshi Rai Bhatia, Dy. CFO Shri Rashmi Rathi Tiwary, Scientist-B Shri Mukul Kumar Yadav, Scientist-B (additional charge of PMA with reporting to Dir.(DS) also)	Nil
8.	IPHW	NA	NA	<ul style="list-style-type: none"> Administrative matters of Division Digital India Programme-coordination Annual Plan/Budget Management. PMU's Management. Administrative/Financial sanctions/tender matters Parliament Matters/Standing Committee. Annual Report/Audit matters e-Samiskha/State folder for PMO/Monthly summary Misc. coordination Meetings/Events assistance Related work and Misc. work as assigned time to time. 	Nil	Shri Rajesh Suri, Deputy Director (having additional charge of CC&BT group) Shri K.P. Tyagi, ASO Shri Narender Singh, SSA Shri Rohan Kumar, JSA

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					
<u>No. 2(2)2015-EG-II Dated: 31-05-2017 (Page 130-133/C)</u>					
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. Standards /Interoperability for e-Governance/Core Policies. 5. M-Governance (MSDG), M-Gov App Store. 6. NSDG 7. E-Pramaan(e-Authentication), 8. Open Source Policy & Implementation 9. Citizen Contact Centre. 10. All Matters related to NISG <p style="text-align: center;">Link Officer AD(RG)</p>	<p>MMPs Allocated</p> <ol style="list-style-type: none"> 1. Pension 2. Posts 3. Agriculture 4. Agriculture 2.0 5. Land Records (NLRMP) 6. National GIS 7. NSDG 	Kshitij Kushagra, Sci-D	
2.	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 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 	<ol style="list-style-type: none"> 1. E-Sansad 2. E-Vidhaan 3. Banking 4. Insurance 	Santosh Kumar Patel, Sci-B	

		<p>20. All matter related to HR Policy(e-Gov), training programme, technical/HR assistance to Ministries/States</p> <p>21. International Cooperation in e- Governance</p> <p>22. Interface with consulting Organization/Sourcing of Personnel</p> <p>Link Officer D(PRC)</p>			
3.	Shri Pravin R. Chandekar, Sci-F/Director(PRC)	<p>1. Appraisal of proposals received</p> <p>2. Nodal Officer for CSC/CSC 2.0 Project.</p> <p>3. Nodal Officer for e-District MMP</p> <p>4. Enabling services through CSC-SPV</p> <p>5. Open Data</p> <p>6. Rapid Assessment System</p> <p>7. Digitize India Platform</p> <p>8. NOFN Pilot</p> <p>9. Implementation of e-Taal.</p> <p>10. E-Kranti</p> <p>11. Council of Mission Leaders</p> <p>12. E-Mail solution for GOI</p> <p>13. MyGov</p> <p>14. E-Greetings Portal & Sampark</p> <p>15. Standardization of RFP/RFQ</p> <p>16. R&D in e-Governance</p> <p>17. All works related to UN</p> <p>Link Officer to D(TC)</p>	<p>1. e-District</p> <p>2. CSC</p> <p>3. CCTNS</p> <p>4. e-Courts</p> <p>5. e-Prison</p> <p>6. e-Panchayats</p> <p>7. Rural Development</p> <p>8. Common IT Roadmap for Para Military Forces</p>	Notan Roy, Sci-C	
4.	Shri DVLN Rao, Sci-E/Addl. Director(DVLNR)	<p>1. e-Hospital</p> <p>2. DBT</p> <p>3. All matters relating to NIC & NICSI</p> <p>Link Officer AD(SCS)</p>	<p>1. Health</p> <p>2. Road Transport</p> <p>3. RAHI</p> <p>4. Commercial Taxes</p> <p>5. Central Excise & Customs</p> <p>6. Income Tax</p> <p>7. MCA21</p> <p>8. Passport</p>	Ajay Kumar, Sci-B	
5.	Shri Shivcharan Singh, Sci 'E' Addl. Dir. (SCS)	<p>1. National Information Infrastructure (NII) – Pilot</p> <p>2. Biometric Attendance System</p> <p>3. PRAGATI</p> <p>4. Jeevan Pramaan</p> <p>Link Officer to AD(DVLNR)</p>	<p>1. Municipalities</p> <p>2. Education</p> <p>3. NMEICT</p> <p>4. Women & Child Development</p>	Chhatrasal Chandra, Sci.B	
6.	Ms. Rekha Grover, Sci 'E' Addl. Dir. (RG)	<p>1. India Portal</p> <p>2. SP, SSDG & e-Form.</p> <p>3. Open API</p> <p>4. Website quality testing.</p> <p>5. Development of CMF for Govt. Websites</p> <p>Link Officer to D(UC)</p>	<p>1. PDS</p> <p>2. e-Procurement</p> <p>3. Financial Inclusion</p> <p>4. Social Benefit</p> <p>5. India Portal</p> <p>6. e-Biz</p> <p>7. e-Office</p>	Dr. Santosh Pandey, Sci-C	

7.	Shri Kshitij Kushagra, Sc 'D' (KK)	To support Dir (UC)	1. E-Bhasha 2. Employment Exchange		
8.	Shri Notan Roy, Sci. C	To support Dir (PRC)			
9.	Dr. Santosh Pandey, Sci. C	To support AD (RG)			
10.	Shri Santosh Kr. Patel, Sci B	To support Dir (TC)			
11.	Shri Chhatrasal Chandra, Sci. B	To support AD (SCS)			
12.	Shri. Ajay Kumar, Sci. B	To support AD (DVLNR)			

Division/Section: - Community Information Centres (CICs)

Common Service Centers (CSC) Division

No. 14(1)2007- CIC Dated: 03-01-2017 (Page 15-16/C)

1.	Sh. P R Chandekar, Director	Head of Division(HOD) <u>Community information Centre(CIC)</u> CIC Projects in North-East, J&K, Andaman & Nicobar and Lakshadweep Islands, and <u>Common Services Centre(CSC)</u> CSC projects in all 35 States including North-East States. Monitoring and implementation of all coordination activities of CIC/CSC Division	Sh. R.K.Sudhanshu Joint Secretary (E-Gov)Group Coordinator (GC)	Sh. Notan Roy Sci'C' Shri Bhagwan, Section Officer Smt. Rajbiri, UDC	
2	Shri Bhagwan, Section Officer	<ul style="list-style-type: none"> All administrative and financial matters concerning CIC Division All administrative and financial matter concerning Common services Centre (CSC) in 35 States including North-Eastern States. Support activities of CIC/CSC Division Other matters as may be specially assigned 	Sh. Notan Roy, Sci. 'C'	Smt. Rajbiri, UDC	

Office Automation Cell

No.J-15026/02/2017-OA(Genl) Dated: 5.01.2017 (Page 36-37/C)

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

X. E-INFRASTRUCTURE / E-LEARNING 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
<p align="center"><u>E-Infrastructure Division</u> <u>No. 5(1)/2016-E-Infra Dated : 07.02.2017 (Page 111-114/C)</u></p>					
1.	Sh. Dipak Singh, Sci. 'F' & HoD (E-Infrastructure Division)	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 Ongoing and new projects related and policy matters with E-Infra. 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.	GC(SM)	Shri V.K.Ahuja, Deputy Director 1. Smt. Meenakshi Agarwal, Scientist 'C' 2. Dr. Santosh Kumar Pandey, Scientist'C 3. Smt. Leelama George, PPS 4. Shri S.K.Tyagi, Section officer 5. Smt. Durgesh Nandini, ASO	
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 Division like preparation Annual Report, Outcome Budget, other tasks etc. ix) Any other work assigned from time to time.	HOD(E-Infra)	Shri .K.Tyagi, Section Officer Smt. Durgesh Nandini, ASO	On long leave (Maternity leave) from june, 2016 upto Nov.,2016 + extended upto February end 2017
3.	Dr. Santosh Kumar Pandey, Sci-C	i) All matters related to National Policy on Universal Electronic Accessibility; All the tasks related to High level Advisory Committee on Accessibility: ii) All the tasks related to website accessibility: iii) All the tasks related to Accessible India Campaign and Continuous co-ordination with Department of Empowerment of PwDs: for other related tasks.	HOD(E-Infra)	Shri .K.Tyagi, Section Officer 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
		iv) All the tasks related to R&D projects of accessibility. v) Answering Parliament Question, VIP references, letters received from PMO etc, related to accessibility. vi) Public Grievances related to Accessibility: and vii) Any other work assigned from time to time. viii) Handling all the above assignment handled by Sci 'C' (MA) as additional charge since June, 2016			
4.	Shri V.K.Ahuja Deputy Director	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 S.K.Tyagi, Section Officer Smt. Durgesh Nandini, ASO	
5.	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, Audit matters, RTI matters, whenever required. v) Submission of routine reports/returns/reports to the concerned etc.		Smt Durgesh Nandini, ASO	
6	i) Smt. Durgesh	i) Support for all Administrative &			

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
	Nandini, ASO	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.			
<p align="center">Internet Governance Division No.5 (1)/2014-IG Dated: 23.01.2017 (Page 72-75/C)</p>					
1.	Shri Rahil Gosain, Director	<p><u>Work regarding ICANN</u></p> <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. <p><u>Cross Community WG@ICANN</u></p> <ul style="list-style-type: none"> • CCWG Accountability WS2 <p><u>Work relating to CCT Review Team</u></p> <ul style="list-style-type: none"> • Work of Competition, Consumer Trust & Consumer Choice Review Team <p><u>Work related to ccNSO at ICANN</u></p> <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 <p><u>Work regarding IGF</u></p> <ul style="list-style-type: none"> • Any work pertaining to IGF <p><u>Work areas regarding WSIS/UNGGE etc</u></p>			

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"> • Any work relating to WSIS/UNGGE etc <p><u>Work areas regarding NIXI</u></p> <ul style="list-style-type: none"> • Any work pertaining to NIXI <p><u>Coordination work with DoT and CERTs</u></p> <ul style="list-style-type: none"> • All Coordination work with DoT and CERTs <p><u>Work areas regarding APNIC</u></p> <ul style="list-style-type: none"> • Any work pertaining to APNIC <p><u>Coordination work with other Bodies</u></p> <ul style="list-style-type: none"> • ITU, UNESCO, UN-CSTD(DoE), OECD, RIR's & various NOG's, EC, ECOSOC, GIPO WIPO, EU, OSCE, Euro DIG, SSIG, DIPLO Foundation WGIG, BIS/ISO, X-NOG's etc <p><u>Misc. Work</u></p> <ul style="list-style-type: none"> • Cyber security, Information Security and Secure Information Access & Data security • 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 <p>(Shri Rahul Gosain, Director will report to JS(RB))</p> <p>The following Officers/Officials/Consultants will report to him:</p> <ul style="list-style-type: none"> • Shri A.C. George, Scientist-E • Shri V.K. Ahuja, Deputy Director • Shri Deepak, Khujur, Assistant Section Officer • 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 <p>2. <u>Shri T. Santosh, scientist 'E'</u></p> <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 			

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"> • 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,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 • Work related to Public Grievances, RTI's & Parliament Questions/Parliamentary Committees • Any other work that maybe assigned from time to time <p>(Shri T Santosh, Scientist 'E' will report to JS(RB) The following Officers/Officials will report to him</p> <ul style="list-style-type: none"> • Shri P.K.Verma, scientist-B • Shri Harish Chaudhary, Consultant • Shri Shiva Upadhyay, 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"> Shri Gaurav Nagpal, Consultant 			
<p>Division – E-Learning <u>No.1(1)/2016-ELG Dated: 25.01.2017 (Page76-79/C)</u></p>					
1.	Sh. Dipak Singh, Scientist 'F' & HoD (E-Learning Div.)	(i) All matters relating to R&D Project, PRSG Meeting, Working Group, Interface with MHRD. Misc. matter pertaining to IFD, EP Division, Parliament Division etc. (ii) HoD (e-Infrastructure) (iii) CVO,CDAC	GC (SM)	1) Sh. D.K. Kalra, Scientist 'D' 2) Shri V.K.Ahuja, Deputy Director 3) . Dr. Santosh kumar Pandey, Sc. 'C' 4). Smt. Leelama George, PPS 5) Shri S.K. Tyagi, Section Officer 6) Smt Durgesh Nandini, ASO	
2.	Sh. D.K. Kalra, Scientist 'D'	(i) Matter related to E-Learning R&D Projects,(currently 8 projects are going on and 2 are targeted to initiate very soon); (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, for preparation for Outcome Budget Annual Report, Annual Plan/RFD etc. (v) All matters related to RTI; and (vi) Support on matters pertaining to MHRD/UGC Acting as an interface between MeitY and MHRD; (vii) Handling Parliament Questions/PMO/VIP Reference etc. (iii) Any other work assigned from time to time	Shri Dipak Singh, Scientist 'F' & HoD (e-Learning)	1) Dr. Santosh kumar Pandey, Sc. 'C' 2) Shri S.K.Tyagi, Section Officer 3) Smt. Durgesh Nandini, ASO	
3.	Dr. Santosh Kumar Pandey, Scientist 'C'	(1) Matters related to R&D projects related to e-Learning Division (currently 8 projects are going on and 2 are targeted to initiate very soon) (2) Technical evaluation of new R&D proposals: (3) Continuous monitoring of existing R&D proposals: (4) Tasks related to Working Group/PRSG: (5) Matters related to working Group, (6) Evaluation of various Technical Reports/bills/documents etc; (7) Misc. matters like preparation Outcome budget, Annual Report etc. (8) Handling Parliament Questions: (9) Other tasks related to Hindi Div, EPD,NCERT,UGC, MHRD,BIS etc. (10) Acting as an interface between MeitY and MHRD for both School	Shri Dipak Singh, Scientist 'F' & HoD (e-Learning)	1) Shri S.K.Tyagi, Section Officer 2) 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
		Education and Higher Education (11) Public grievances of E-Learning: (12) Handling PMO/VIP references etc: (13) Nodal Officer of e-Samiksha Portal: (14) Any other work assigned from time to time.			
4.	Shri S.K.Tyagi, Section Officer	1) Support for all Administrative & Financial Matters Pertaining to E-Learning Division 2) Issue of Administrative approval, Sanction Orders for release of funds, follow up with A/Cs till transfer of funds to the Agencies and extension of duration of projects and issue of OM regarding Constitution of PRSG, Working Group etc. 3) 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. 4) Putting up notes for concurrence approval for extension/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required. 5) Submission of routine reports/returns/reports to the concerned etc.		Smt. Durgesh Nandini, ASO	
5.	Smt. Durgesh Nandini, ASO	1) Support for all Administrative & Financial Matters Pertaining to E-Learning Division 2) Issue of Administrative approval, Sanction Orders for release of funds, follow up with A/Cs till transfer of funds to the Agencies and extension of duration of projects and issue of OM regarding Constitution of PRSG, Working Group etc. 3) 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. 4) Putting up notes for concurrence approval for extension/releases, draft replies to VIP references, Audit matters, RTI matters, whenever required. 5) Submission of routine reports/returns/reports to the concerned etc.			

Human Resource Development (HRD)

No.7(2)/2006-HRD Dated: 02.02.2017 (Page 99-103/C)

1.	Shri Anil Kumar Pipal, Scientist 'F' & HOD(HRD)	<ol style="list-style-type: none">1. 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 required2). Identifying gaps emerging from the formal Sector.3. Planning & organizing the implementation of programmers in non-formal and formal sectors for meeting these gaps.4. Coordination with Ministries concerned for re-visioning curriculum & course contents.5. New HRD initiatives in line with MeitY policies viz. NPE 2012, NPIT 2012, Cyber Security Policy, R&D Policy etc.6. All projects/schemes in HRD division towards Human Resource Development in Electronics and Information Communication Technologies (E&ICT) including scheme for IT for7. All matters referred to by other Ministries/Department8.International Cooperation related matters9. Any other works assigned by JS(HRD), Secretary	JS(HRD)	Sci-E(SKV) [Sci-E(VMG) i.r.o. the PhD Scheme] [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">1. 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 required2). Identify gaps emerging from the formal Sector.3. Planning & organizing the implementation of programmers in non-formal and formal sectors for meeting these gaps.4. Coordination with Ministries concerned for re-visioning curriculum & course contents.5. New HRD initiatives.6 .Skill Development in ESDM for Digital India7. Information Security Education and Awareness Project (Phase-II)8. Capacity building in Electronic Product Design and Production Technology9. Closure of Advanced Faculty Training in Emerging Trends of Hardware, Embedded Systems and Information Technology –C-DAC10 Capacity Building in the areas of Electronics Product Design and Production Technology11* Closure of project IT Mass Literacy/NDLM12* Digital Saksharta Abhiyan (DISHA)13* Digital Literacy Mission for Rural India14 Formulation of new proposals15 * Skill Development Initiatives – Skill Development/Target, National skill Qualification Framework, Coordination with MSDE & NSDA,16 All matters referred to by other Ministries/Departments17 International Cooperation related matters			

		<p>18 Parliamentary related matters</p> <p>19 Activities regarding Standing Committee of Parliament</p> <p>20 CPIO in HRD Division</p> <p>21 Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget.</p> <p>22 Any other activity assigned by HOD(HRD) JS(HRD)</p>			
3.	Shri V.M. Gupta Scientist 'E'	<p>1. Visveshvaraya PhD Scheme</p> <p>2. Formulation of new proposals</p> <p>3. Parliamentary related matters</p> <p>4. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget</p> <p>5 Any other activity assigned by HOD(HRD) JS(HRD)</p>	HOD(HRD)	HRD Section	
4	Shri T. Santhosh Scientist 'E'	<p>1. Projects under IT for Masses</p> <p>2. Formulation of new proposals</p> <p>3. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget</p> <p>4. Any other activity assigned by HOD(HRD) JS(HRD)</p>	HOD(HRD)	HRD Section	
5	Shri Surendra Singh, Scientist C	<p>1. Skill Development in ESDM for Digital India</p> <p>2. Information Security Education and Awareness Project (Phase-II)</p> <p>3. Setting up of Electronics & ICT Academy</p> <p>4. IT for Jobs</p> <p>5. New HRD initiatives</p> <p>6. E-Samiksha, EPDivision Coordination Monthly Cabinet Matters</p> <p>7. Coordination/Compilation pertaining to projects</p> <p>8. Inputs of HRD works for MeitY website</p> <p>9. All matters referred to by other Ministries/departments</p> <p>10. Parliamentary related matters</p> <p>11. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget</p> <p>12. Any other activity assigned by AD(AKV) and HOD(HRD)</p>	Sci-E(SKV)	HRD Section	
6.	Shri Shankar Das, Scientist 'C'	<p>1. Coordination with Ministries concerned for re-visioning curriculum & course contents</p> <p>2. New HRD initiatives including setting up of new NIELIT Centres</p> <p>3. Skill Development in Electronics Hardware by NCPUL</p> <p>4. Setting up of ICT Academy, Kerala</p> <p>5. Development of North Eastern Region by enhancing the Training/Education capacity in the IECT area.</p> <p>6. Setting up of NIELIT Centre at Patna, Ropar, Leh(Laddakh), Srikakulam, Kolkata, Chennai, Ajmer, Agartala, Shillong, Gangtok and Itanagar</p> <p>7. Closure of Local Capacity and Capability Building for the Union Territory of Puducherry, UPTU project under the Scheme of Manpower Development for Software Export Industry NDLM and DISHA</p> <p>8. * Digital Literacy Mission for Rural India</p> <p>9. *Skill Development Initiatives – Skill Development/Target, National</p>	<p>HoD(HRD)</p> <p>*Sci-E(SV)</p>	HRD Section	

		<p>skill Qualification Framework, Coordination with MSDE & NSDA, Portal on Skill Development,etc.</p> <p>10. * Sector Skill Councils related aspects</p> <p>11. Matters relating to Meetings of GCs/BOGs of IIT, IIITs, IISERs, NITs,etc.</p> <p>12. Technical aspects of NIELIT</p> <p>13. Parliamentary related matters (Coordination at all levels)</p> <p>14. Activities regarding Standing Committee of Parliament.</p> <p>15. PGO matters W.R.T.HRD Division</p> <p>16. Inputs/activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget.</p> <p>17. Any other activity assigned by HOD(HRD)/JS(HRD)</p>			
7.	Shri P.Victor Albuquerque, Deputy Director	<p>1. In-charge of HRD Section</p> <p>2. All Administrative / Finance related matters of various projects, programmes, schemes being implemented by HRD Division.</p> <p>3. Annual Plan, Annual Report, Outcome Budget</p> <p>4. Finance & Budget related matters</p> <p>5. Administrative / Finance related matters of NIELIT</p> <p>6. Parliamentary matters</p> <p>7. VIP related matters</p> <p>8. RTI matters of HRD Division</p> <p>9. O&M related matters</p> <p>10. Coordination activity</p> <p>11 Any other activity assigned by HoD(HRD) / JS(HRD)</p>	HOD(HRD)	HRD Section	
7	Smt. Sonia Singh, ASO	<p>1. All Section related work of HRD Div</p> <p>2 .Any other activity assigned by DD(HRD)/ HOD(HRD)</p>	DD(HRD)		
8.	Shri Manish Kumar Meena, JSA	<p>1. All Section related work of HRD Div</p> <p>2.Any other activity assigned by DD(HRD)/HOD(HRD)</p>	DD(HRD)		
9.	SMT. Soni Tripathi, MTS	<p>1.Duties of Section as per MOP</p> <p>2.Any other activity assigned by JSA(MKM)/AS(SS)/DD(HRD)</p>	DD(HRD)		
<p><u>National Knowledge Network (NKN)</u> F.No. 2(1)/2012-NKN Dated: 05.04.2017 (Page 128-129/C)</p>					
1.	Shri A.K. Balani, Sci-E & HOD(NKN)	<p>Head of National Knowledge Network Division under E-Infrastructure/E-Learning Group.</p> <p>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.</p>	JS(SM)	Sci-E(VMG) DD(DKS)	
2.	Shri V.M. Gupta, Sci-E	<p>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.</p>	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)		
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***Assigned additional work of E-governance Division.**

XI. COORDINATION 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>Coordination Division and Economic Planning Division</u> No. 7(7)/2012-CD Dated: 11. 01.2017 (Page 49-53/C)					
2	Ms, Simmi Chaudhary, Director	<ul style="list-style-type: none"> * Overall responsibility of Coordination Economic Policy inputs as required * Analytical papers/ data bases on selected areas relevant to IT / Electronics Sector * Digital Gender/ Manpower / HR Data UIDAI/ DBT data 	Senior Adviser	Link Officers 1)Shri Ashok Hanamsagar, Additional Director 2) *Shri Shashi Kumar Scientist 'D'	
3	Shri Ashok Hanamsagar, Additional Director	<ul style="list-style-type: none"> * Compilation of Annual Report of MeitY * RFD/ KRA and related work * Assisting Sci 'G' (AKS) Statistical Databases:- IT & Electronics Data from Industry Associations Investment Data Investment trends, FDI Data IT infrastructure <u>Priority Area:-</u> Bringing out Statistical Handbook / Compilation on IT & Electronics Data 	Senior Adviser Ms. Simmi Chaudhary, Director (Link Officer)		
4	Shri K Shashi Kumar, Scientist 'D'	<ul style="list-style-type: none"> Reports/returns * Monthly -D.O.Letter, Report, Summary e-Samiksha / PRAGATI/VLMS * Tracking of items on e-SamikSha Portal * Preparing brief for secretary * Updating action taken by MeitY * Work relating to GCs' meeting * Work relating to Action Plan of MeitY on Groups of Secretaries Presentations * Work related of Media Lab Asia Monitoring MLA IT Projects Other items * Monitoring of PMO/Cab. Sectt/VIP references * Draft Cabinet notes, CoS, EFC/SFC Notes Bills/State Bills received from other Ministries * RTI/ Grievances <p>Write up /Paper on assigned area pertaining to Techno-Economic aspects in IT/ Electronics sector Raw material for electronics /e-waste/Rare earths</p>	Senior Adviser	Dr. Atif Khan, Scientist 'C' (Link Officer)	

		Note: Sh. K. Shashi Kumar, Sci-D has been transferred from this division to Digital Payments Division on 13th December, 2016.			
5	Dr. Atif Khan, Scientist 'C'	<ul style="list-style-type: none"> * References from PMO/Cab .Sec. other Ministries/Depts. Pertaining to all Divisions * Draft Cab., CoS, EFC/SFC Notes/Bill/State Bill received from other Ministries * Work related to Media Lab Asia Projects * Monitoring of IT projects undertaken by MLA/ITRA * assisting Dir (SC) <p>Write up /paper on assigned area pertaining to Techno-Economic aspects in IT/ Electronics sector</p> <ul style="list-style-type: none"> * Solar Cells : Production, Import /investment trends and schemes <p>Data/Outcome indicators on MeitY's Programmers</p>	Director (EPD/ Coord)	* Shri K. Shashi Kumar Scientist 'D' (Link Officer)	
6	Shri A.K. Lokhande, Deputy Director	<ul style="list-style-type: none"> * Inputs for budget/ outcome budget * State wise /Scheme wise Report * NITI Aayog – State level Pending issues * Assisting AD(AH) <p>Statistical Databases and inputs as required</p> <ul style="list-style-type: none"> * ASI data on Electronics and IT * Data from O/o DCSSI on Electronics &IT 	Shri Ashok Hanamsagar, Additional Director	Shri Rahul Neiwal, Scientist 'B' (Link Officer)	
7	Ms. Shalaka Kujur, Assistant Director	<ul style="list-style-type: none"> * SC Sub Plan and Tribal Sub Plan * Material for I & B Reference Annual – Bharat * Draft Cab, Cos, EFC/Notes/Bills/State Bills received from other Ministries * Gender Budget * Response to references from Dept of WCD * Assisting Dir(SC) * Economic inputs * Working group/ reports * References from MOSPI/CSO/NSSO * Material for President's Address/FM's Speech/Republic/Independence day etc. * Write ups /Data sets * Corporate databases, CMIE, etc. * Prices * Economic census * RBI BOP data on IT/Software Services * IT Penetration – mobile phones, ITes, PCs telephones etc. 	Director (EPD/ CD)	Dr. Atif Khan, Scientist 'C' (Link Officer)	
8	Shri Rahul Neiwal, Scientist 'B'	<p>Reports / returns</p> <ul style="list-style-type: none"> * Monthly D.O. letter, Report, Summary e-Samiksha/ PRAGATI/VLMS * Tracking of items on e-Samiksha Portal * Preparing brief for Secretary 	* Shri Shashi Kumar, Scientist 'D'	Shri A.K. Lokhande Deputy Director (Link Officer)	

	<ul style="list-style-type: none">* Updating action taken by MeitY* Work relating to GCs meeting* Work relating to Action Plan of MeitY on Groups of SecretariesPresentations Other items* Monitoring of PMO/Cab. Sect/VIP reference* Draft Cabinet noted, CoS, EFC/SFC Notes/Bills/State Bills received from other Ministries* RTI/Grievances* Assisting Sci 'D' (KSK)* Technical / Statistical analysis – Selected areas* Trade Data- export/import data* Tariffs* WTO and UNCTAD data			
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