

ALLOCATION OF RESPONSIBILITIES/ ASSIGNMENTS AMONG OFFICERS/ STAFF AND THEIR REPORTING PATTERN IN EACH DIVISION In SIX Month till Dec 2022.

Division / Section Name: HRD Division

Effective Date: 1st July-31st Dec 2022

Sr. No.	Name and Designation of the Officer	Allocation of Assignments	Reporting to	Assisted by
I.	Shri A. K. PIPAL Scientist 'F' & HOD(HRD, e- Learning, IT for Masses & National Digital Library Cell)	Working as HoD for the following: <ul style="list-style-type: none"> • Human Resource Development Division • e-Learning Division • IT for Masses Division • National Digital Library Cell <p>Further assigned following key responsibilities:</p> <ul style="list-style-type: none"> • CVO of CMET Society, CVO SAMEER w.e.f. 14.05.2020 • Matters relating to NIELIT Society • RTI Appellate Authority of HRD, e-Learning, IT for Masses and NDL Cell. • Nodal Officer, MeitY, Tribal Sub Plan • Sub-Appellate Authority of Public Grievance for HRD, e-Learning, IT for Masses and NDL Cell. <ol style="list-style-type: none"> 1. All matters relating to HRD to support availability of trained human resources for the manufacturing & service sectors of Electronics and IT industry 2. Identify gaps emerging from the formal sector. 3. Planning & organizing the implementation of programmes in non-formal and formal sectors for meeting these gaps. 4. New HRD Proposals/ initiatives in line with MeitY policies viz. NPE, NPIT, Cyber Security Policy, R&D Policy, etc. 5. Monitoring and implementation of projects/ schemes in HRD Division, IT for Masses Division, e-Learning Division and NDL Cell. 6. Formulation, Implementation and Monitoring of projects for SC/ST, Women in general and in North-Eastern States particular 7. All matters referred to by other Ministries/ Departments towards skill development, courses, technology etc 	JS(HRD)	Sci-F (SKV) Sci-E(SS) Sci-D(SD) JD(HRD)

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		<ol style="list-style-type: none"> 8. Annual Plan, Annual Report, Matters related to Budget & Audit, Parliament, VIP references and Coordination etc 9. SCSP, TSP and Gender Budget matters 10. Any other works assigned by JS(HRD), Secretary 		
II.	Shri Sanjay Kumar Vyas, Scientist 'F'	<ol style="list-style-type: none"> 1. All matters relating to HRD to support 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 number and skill sets required. 2. Identify gaps emerging from the formal sector. 3. Planning & organizing the implementation of programmes in non-formal and formal sectors for meeting these gaps. 4. Coordination with Ministries concerned for re-visioning curriculum & course contents. 5. Future Skills PRIME Project 6. Skill Development in ESDM for Digital India 7. Information Security Education and Awareness Project (Phase-II) 8. Information Security Education and Awareness Project (Phase-III) 9. Programme on Work Based Learning (WBL) to Strengthen and Empower SC/ST/ Women/EWS Graduate Engineers through MeitY Institutions 10. Capacity building for human resource development in Unmanned Aircraft System (Drone and related Technology) 11. *PMGDISHA 12. Formulation of new proposals 13. *Skill Development Initiatives – Skill Development/ Target, National Skill Qualification Framework, Coordination with MSDE & NSDA 14. All matters referred to by other Ministries/ Departments 15. International Cooperation related matters 16. Parliamentary related matters 17. Activities regarding Standing Committee of Parliament. 18. OSD to Secretary, MeitY 19. Inputs/activities pertaining to Annual Plan, Annual Report, 	HOD(HRD)	Sci-E(SS) *Sci-D(SD) HRD Section

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		<p>Outcome Budget & Performance Budget.</p> <p>20. Project proposal on Re-skilling/up-skilling of IT professionals</p> <p>21. Any other activity assigned by HOD(HRD)/ JS(HRD).</p>		
III.	Shri Surendra Singh, Scientist 'E'	<ol style="list-style-type: none"> 1. Skill Development in ESDM for Digital India 2. Future Skills PRIME Project 3. Information Security Education and Awareness Project (Phase-II) 4. Information Security Education and Awareness Project (Phase-III) 5. Setting up of Electronics & ICT Academy 6. Capacity Building in the area of Electronics Product Design and Production Technology 7. Skill development/ requirements for achieving Trillion Dollar Digital Economy 8. Programme on Work Based Learning (WBL) to Strengthen and Empower SC/ST/ Women/EWS Graduate Engineers through MeitY Institutions 9. Capacity building for human resource development in Unmanned Aircraft System (Drone and related Technology) 10. Technology mediated Delivery of Courses in Medical Science Education for NER Medical colleges 11. Facilitation of IT enabled trainings for generating skilled HCW's in General Pandemic Management & Covid-19 Management 12. MedSIM 2.0: Online Skills Lab and Virtual Patient Cases 13. Rollout of Online Labs (OLabs) for schools 14. Olabs NextG: Next generation Online labs for schools 15. e-Samiksha, EP Division, Coordination, Monthly Cabinet Matters 16. Coordination/Compilation pertaining to projects 17. Inputs of HRD works for MeitY website 18. All matters referred to by other Ministries/ Departments 19. RTI and Parliamentary related matters 	Sci- 'F' (SKV) & HOD(HRD)	HRD Section

Sr. No.	Name and Designation of the Officer	Allocation of Assignments	Reporting to	Assisted by
		20. Inputs/ activities pertaining to Annual Plan, Annual Report, Outcome Budget & Performance Budget. 21. e-Learning matters in MeitY 22. Any other activity assigned by Dir(SKV) and HOD(HRD).		
V.	Shri Shankar Das, Scientist 'D'	1. Coordination with Ministries concerned for re-visioning curriculum & course contents 2. New HRD initiatives including setting up of new NIELIT Centres 3. Implementation of new Projects recommended by Expert Group/Working Group (to be added) 4. Development of North Eastern Region by enhancing the Training/Education capacity in the IECT area. 5. Setting up of NIELIT Centre at Muzaffarpur, Buxar, Mandi, Daman, Kargil 6. Closure of Project viz. UPTU, NIELIT Centre at Patna, Ranchi and Ropar , Training of Traders, NCPUL 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. Matters relating to NIELIT Society 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 pertaining to Annual Report 16. Any other activity assigned by AD(SKV) and HOD(HRD)	HOD(HRD)	HRD Section

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VI.	Shri D. K. Sagar Joint Director	<ol style="list-style-type: none"> 1. In-charge of HRD Section, e-Learning Section & NDL Cell. 2. All Administrative/ Finance related matters of various projects, programmes, schemes being implemented by HRD Division. 3. Annual Plan, Annual Report, Outcome Budget & Performance Budget. 4. Finance & Budget related matters 5. Administrative/ Finance related matters 6. Parliamentary matters 7. VIP matters 8. Audit matters of HRD Division, e-Learning Division & NDL Cell. 9. O&M related matters 10. Coordination activities 11. Activities regarding Standing Committee of Parliament 12. Any other activity assigned by HOD(HRD)/ JS(HRD) 	HOD(HRD)	HRD Section
VII	Smt. Sonia Singh Section Officer	<ol style="list-style-type: none"> 1. All Section related work of HRD Division 2. Maintaining Manpower Fund Scheme 3. Issues of Administrative Approvals & Sanctions 4. Submission of UCs for acceptance 5. Any other activity assigned by JD(HRD)/ HOD(HRD) 	JD(HRD)	--
VIII	Shri Dilwar Singh, ASO	<ol style="list-style-type: none"> 1. All Section related work of HRD Div 2. Any other activity assigned by JD(HRD)/ HOD(HRD) 	JD(HRD)	
IX	Smt. Mohini Devi, MTS	<ol style="list-style-type: none"> 1. Duties of Section as per MOP 2. Any other activity assigned by JD(HRD) 	JD(HRD)	--

Notes:

Name of the Officer

Director(AKP)
Dir(SKV)
JD(SS)

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Link Officer

Dir(SKV)
JD(SS)
JD(SDAS) - [VICE-VERSA]