

Allocation of Responsibilities to officers of Cyber Security Group and their reporting pattern as on 21.09.2023

SECRETARY



ADDITIONAL SECRETARY



GROUP COORDINATOR (CYBER SECURITY)

**Primary Reporting Metrics of the Group**

S. No.	Name of the Officer	Reporting Officer
1.	Mr.Sushil Kumar Nehra, Scientist 'E'	GC(CS)
2.	Mr. Ranjan Kumar, Scientist 'E'	GC(CS)
3.	Mr. Vinod Kumar Chouhan, Scientist 'E'	GC(CS)
4.	Mr. Raushan Kumar, Scientist 'C'	Sci'E' (RK)
5.	Ms. Monika, Scientist 'C'	Sci'E' (VKC)
6.	Mr. Abhinav Kumar Singh, Scientist 'B'	Sci'E' (SKN)
7.	Ms. Vimla Sharma, Deputy Secretary	GC(CS)
10	Ms. Jacqueline Lall, Under Secretary	DS(VS)
11.	SO/ASO/ Consultant(SR)/ Office	US(JL)

S.No.	Name & Designation of the officer	Responsibilities/Assignments	Reporting to	Remarks//Supported by
1.	Mrs. Savita Utreja	1. Group Coordinator for following: (i) Cyber Security (ii) Indian Computer Emergency Response Team (ICERT) 2. CISO for MeitY	Additional Secretary	All officers of Cyber Security Group
2.	Mr. Sushil Kumar Nehra Scientist 'E'	1. CCMP & ISMS Implementation. 2. Digital Forensics including 79A Scheme 3. Cyber Security Grand Challenge Project 2.0 4. National Cyber Security Policy/ Strategy and other Policy matters 5. Coordination with NSCS in the domain of Cyber Security Technology development. 6. Union War Book 7. Global Cyber Security Index 8. Coordination activities related to CISO's of other Ministries/Departments 9. NIC matters 10. Parliament Matters & Parliament Questions 11. Cyber Security issues in emerging areas 12. Any other work assigned by AS/ GC time to time	GC(CS)	<ul style="list-style-type: none"> Scientist 'B' (AKS)
3.	Mr. Ranjan Kumar Scientist 'E'	1. Nodal Officer for CERT-In / NCCCC Matters 2. Cyber Security Awareness Project for Central Government Ministries/Departments (GoT) 3. PMU (Programme Management UNIT) in Cyber security 4. Support for Cyber Security Meetings/ Follow-up meetings chaired by Hon'ble MEIT/ Hon'ble MoS/ Cabinet Secretary / Home Secretary 5. Security Audit of selected ICCCs in Smart Cities Mission 6. Member of Quad Senior Cyber Group	GC(CS)	<ul style="list-style-type: none"> Scientist 'C' (Raushan Kumar)

4.	Mr. Vinod Kumar Chouhan, Scientist 'E'	<ol style="list-style-type: none"> 7. Matters related to Critical Information Infrastructure/ NCIIPC Matters. 8. Implementation of 1000 Days MeitY's Vision 9. Sub Appellate Authority 10. Parliament Matters & Parliament Questions 11. Internship Schemes of MeitY /Engagement of Consultants / Outsourced Manpower 12. Any other work assigned by AS / GC time to time 	GC(CS) • Scientist 'C' (Monikha)
5.	Mr. Raushan Kumar Scientist 'C'	<ol style="list-style-type: none"> 1. Support to Mr. Ranjan Kumar, Scientist 'E' for all activities handled by him 2. Parliament Matters & Parliament Questions 3. Central Public Grievances Officer for Cyber Security Division 4. Any other matter assigned by GC/ Reporting Officer time to time 	Scientist 'E' (RK) -----

6.	Ms. Monika Scientist 'C'	<ol style="list-style-type: none"> Support to Mr. Vinod Kumar Chouhan, Scientist "E" for all activities handled by him Nodal person for VIP/PMO/MP matters Central Public Information Officer (CPIO) for Cyber Security Division. Parliament Matters & Parliament Questions Any other matter assigned by GC/ Reporting Officer time to time 	Scientist 'E' (VKC)	-----
7.	Mr. Abhinav Kumar Singh, Scientist "B"	<ol style="list-style-type: none"> Support to Mr. Sushil Kumar Nehra, Scientist "E" for all activities handled by him Coordinator for CISO activities of MeitY Parliament Matters & Parliament Questions Any other matter assigned by GC/ Reporting Officer time to time 	Scientist 'E' (SKN)	-----
8.	Ms. Vinla Sharma, Deputy Secretary	<ol style="list-style-type: none"> Supervision and monitoring of all administrative and financial matters including Budget related issues handled by Cyber Security Division. Interaction with ICERT relating to Expenditure management issues. Any other work assigned by GC 	GC(CS)	US(JL)
9.	Ms. Jacqueline Lall, Under Secretary	<ol style="list-style-type: none"> Matters relating to e-office; All administrative and Financial (including Budget) related issues handled by Cyber Security Division File Management System Issue & signing of Administrative Approvals/Financial Sanctions; Signing of Contracts, Agreements and formation of Committees Any other work assigned by GC 	DS(VS)	SO/ASO/ Consultant(SR)



10.	SO/ASO/ Consultant(SR)/ Office	1. Examination/Processing/Submission of various dak/ receipts / Files/ cases in the Division; 2. Monthly, Quarterly returns, Annual plan, Performance Budget; 3. Procurement of goods and services and all financial matters; 4. Provide suitable support in Cyber Security matters handled in the Division and 5. Any other matter assigned by GC or respective reporting officer.	US(JL)	MTS
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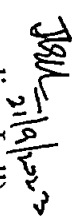
Note :

- The roles and responsibilities will be reviewed periodically.

These issues with the approval of GC (CS).

To:

1. All Officers of Cyber Security Division
2. Smt. Savita Utreja, Group Coordinator (Cyber Security) ----- For information please


 (Jacqueline Lall)
 Under Secretary