

No.1(3)/2013-Pers.  
Government of India

Ministry of Communications and Information Technology  
Department of Electronics and Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodi Road, New Delhi-110003

June, 2015

**OFFICE ORDER**

In continuation of Office Order number 17(1)/2015-Pers. dated 13<sup>th</sup> January, 2015 on work allocation and restructuring of Administrative Sections, the following officials are posted to work in the respective administrative sections as indicated below:

**1. OFFICE OF DIRECTOR GENERAL**

HOG : Director General, NIC

HoD : Shri Sudershan Singh Balouria, JD & OSD

Sl. No.	E. Code	Name of Employee	Designation
1	5200	Smt Anita	Assistant
2	5929	Shri Amit Rawat	Stenographer Grade-III
3	6877	Shri Deepak Kumar Sharma	Stenographer Grade-III
4	2042	Shri Mohan Chand	Upper Division Clerk
5	2034	Shri S.V. Swamy	Multitasking Staff

**2. PERSONNEL-I**

HOG : Dr. Ambreesh Kumar, Scientist-G

HoD : Shri G.N. Kalia , JD

Branch Officer: - Shri Om Prakash Wadhwa, DD

S.O. : Shri Ganesh Chander

Sl. No.	E. Code	Name of Employee	Designation
1	760	Shri Dalip Kumar	Assistant
2	5197	Smt Vishakha Jamwal	Assistant
3	5194	Shri Shalendra Singh	Upper Division Clerk
4	5193	Shri Lalit Mohan Rautela	Upper Division Clerk
5	6874	Shri Raj Singh	Lower Division Clerk
6	6884	Shri Lokesh Kumar Meena	Stenographer Grade III
7	5329	Shri Rajender Kumar	Multitasking Staff

Shri Raj Singh will do dairy, dispatch and miscellaneous work related to Pers. -I & II Section.

**3. PERSONNEL-II**

HOG : Dr. Ambreesh Kumar, Scientist-G

HoD : Shri G.N. Kalia , JD

Branch Officer: - Shri Om Prakash Wadhwa, DD

S.O. : Shri S. Sukumaran

Shri Ghanshyam Dass (\*)

Sl. No.	E. Code	Name of Employee	Designation
1	3352	Shri Rajendar Singh Rawat	Assistant
2	5320	Shri Rakesh Negi	Assistant
3	5233	Shri Gyanesh Agrawal	Assistant
4	5271	Shri Santosh Singh	Lower Division Clerk
5	6751	Ms. Ritika Negi	Lower Division Clerk
6	6752	Shri Ram Kumar Thakur	Lower Division Clerk
7	1703	Shri Ram Niwas	Multitasking Staff
8	861	Shri Ram Kishan	Multitasking Staff

(\*) Shri Ghanshyam Dass, Section Officer will look after APAR and Antedating related works dealt by Personnel Section-4.

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1-6-15

**4. ADMINISTRATION-I**

HOG : Dr. Ambreesh Kumar, Scientist-G

HoD : Shri S. K. Aggarwal, Director &  
Shri L. S. Viswanathan, Joint Director

Branch Officer: - Shri M.S. Bisht, DD

Sl. No.	E. Code	Name of Employee	Designation
1	5191	Smt Sujatha Arun	Assistant
2	5277	Shri Surinder Singh	Assistant
3	997	Smt Santosh Gupta	Assistant
4	5920	Smt Anju Verma	Upper Division Clerk
5	4549	Shri Pradeep Kumar	Lower Division Clerk
6	6609	Smt Anandhi Ramachandran Saklani	Lower Division Clerk
7	6745	Ms Beena Rani	Lower Division Clerk
8	5331	Shri S. Hariharan	Lower Division Clerk
9	5296	Shri Naresh Kumar	Multitasking Staff

**5. ADMINISTRATION-II**

HOG : Dr. Ambreesh Kumar

HoD : Shri S. K. Aggarwal, Director &  
Shri L. S. Viswanathan, Joint Director

Branch Officer: - Shri P.R. Dabral, DD

Sl. No.	E. Code	Name of Employee	Designation
1	784	Shri Pardeep Kumar Jain	Assistant
2	5199	Shri Babita Chaudhry	Upper Division Clerk
3	5202	Shri Ajithkumar G.	Assistant
4	5201	Shri Manoj Kumar Bhatt	Upper Division Clerk
5	2030	Shri Parminder Singh	Lower Division Clerk
6	2041	Shri Hari Dutt Dhyani	Lower Division Clerk
7	6678	Smt Shubha Bisht	Lower Division Clerk
8	6744	Smt Beena Singh	Lower Division Clerk
9	1715	Shri Rajender Prasad Semwal	Multitasking Staff

**6. GENERAL CO-ORDINATION-I**HOG : Shri Sanjay Singh Gahlout, Scientist-G  
Branch Officer: - Shri Ratan Lal Arora, DD

HoD : Shri Dhanraj Meshram, Director

Sl. No.	E. Code	Name of Employee	Designation
1	2064	Shri Jagat Singh Verma	Assistant
2	843	Shri Marchhu Ram	Assistant
3	2320	Shri Shankar Kumar	Upper Division Clerk
4	1717	Shri Mehar Singh	Upper Division Clerk
5	5950	Shri Deepak Kumar Tiwari	Upper Division Clerk
6	2028	Shri Om Prakash	Lower Division Clerk

**7. GENERAL CO-ORDINATION-II**  
(Security / Transport / Central Registry)

HOG : Shri Sanjay Singh Gahlout, Scientist-G

HoD : Shri Dhanraj Meshram, Director  
S.O. : Shri Hem Kumar K.

Sl. No.	E. Code	Name of Employee	Designation
<b>(Security)</b>			
1	5953	Shri Satjan Singh Lamba	Security Supervisor
2	1724	Shri Ashok Singh	Upper Division Clerk
3	729	Shri Ganga Ram	Tradesman-H (Tech)
4	743	Shri Rajender Singh Chauhan	Tradesman-G (Tech)
5	5335	Shri Babu Lal	Multitasking Staff
6	5261	Shri Satyaveer Singh	Multitasking Staff

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7.	5334	Shri Sukhbir Singh	Multitasking Staff
8.	5336	Shri Laxman Singh	Multitasking Staff
9.	819	Shri Om Parkash	Multitasking Staff
10.	822	Shri Nokhender Singh Paswan	Multitasking Staff
11.	4497	Shri Satyvir Singh	Multitasking Staff
12.	5510	Shri Kulwant Singh	Multitasking Staff
13.	6469	Shri Bishan Datt Bhatt	Multitasking Staff
14.	6470	Shri Shyam Sunder Joshi	Multitasking Staff
15.	6471	Shri Narendra Singh Bisht	Multitasking Staff
16.	6472	Shri Krishan Kumar Yadav	Multitasking Staff

(Central Registry)

1.	2036	Shri Om Prakash	Upper Division Clerk
2.	2057	Shri Prem Chand	Lower Division Clerk
3.	2046	Shri Ramesh Kumar	Lower Division Clerk
4.	5931	Shri Santosh Kumar	Lower Division Clerk
5.	1702	Shri Dal Chand	Multitasking Staff
6.	4125	Shri Surinder Singh Dagar	Despatch Rider
7.	848	Shri Ram Swaroop	Despatch Rider
8.	824	Shri Prem Chand	Despatch Rider

(Transport)

1.	758	Shri Bhagat Ram	Assistant
2.	2045	Shri Satish Kumar	Upper Division Clerk
3.	842	Shri Raj Singh	Staff Car Driver Spl. Grade
4.	800	Shri Partap Chand	Staff Car Driver-I
5.	3493	Shri Baldev Singh	Staff Car Driver-I
6.	3706	Shri Ranbir Singh	Staff Car Driver-I
7.	4335	Shri Jai Singh	Staff Car Driver-I
8.	2032	Shri Raj Kumar	Staff Car Driver-II
9.	5299	Shri Raju	Staff Car Driver-II
10.	5302	Shri Bishamber Dayal	Staff Car Driver-II
11.	5338	Shri Daya Ram	Staff Car Driver-II
12.	5660	Shri Om Prakash	Staff Car Driver-II
13.	5672	Shri Rajinder Kumar	Staff Car Driver-II
14.	5681	Shri Rajendra Singh	Staff Car Driver

**8. PROTOCOL & PUBLIC RELATIONS**

HOG : Shri Sanjay Singh Gahlout, Scientist-G  
Branch Officer: - Shri Ratan Lal Arora, DD

HoD : Shri Dhanraj Meshram, Director

Sl. No.	E. Code	Name of Employee	Designation
1	759	Shri S.K. Sharma	Assistant
2	777	Shri Inder Pal	Assistant
3	3935	Shri Birendra Kumar	Lower Division Clerk
4	859	Shri Dharam Vir Singh	Multitasking Staff

**9. INFRASTRUCTURE**

(General & Data Centre)

HOG : Shri Sanjay Singh Gahlout, Scientist-G

HoD : Shri Anil Rastogi, Joint Director

S.O. : Shri Manjit Kumar

Sl. No.	E. Code	Name of Employee	Designation
1	2025	Shri Surender Singh Rawat	Assistant
2	811	Shri Balwant Singh Rana	Assistant
3	5956	Shri Balwinder Singh	Security Supervisor
4	2026	Shri Suresh Kumar	Upper Division Clerk
5	5945	Shri Harish Chandra	Lower Division Clerk
6	5300	Shri Praveen Kumar Singh	Lower Division Clerk
7	5942	Shri Manoj Yadav	Lower Division Clerk
8	5255	Shri Rajender Singh	Multitasking Staff
9	5257	Shri Tapsi Singh Nagar	Multitasking Staff

*S.K. Sharma*  
1-6-15

**10. TENDER PROCESSING**

HOG : Shri Rajesh Gera, Scientist-G

Branch Officer: Shri Subhash Dutta, DD

S.O. : Smt. Anju Syal

Sl. No.	E. Code	Name of Employee	Designation
1	5280	Shri Bhupendar Singh Rawat	Upper Division Clerk
2	5932	Shri Jeevan Nath	Upper Division Clerk
3	5203	Shri Ranjeet Singh	Lower Division Clerk
4	5936	Shri Sandeep Kujur	Lower Division Clerk
5	5716	Smt Rajbala	Multitasking Staff

**11. STORES**

HOG : Ms, Nandita Chaudhri, Scientist-G

HoD : Shri Chander Shekhar, Scientist-F

S.O. : Shri Shiv Shankar

Sl. No.	E. Code	Name of Employee	Designation
1	1054	Smt Gouri Krishnan	Assistant
2	750	Smt Shashi Bale Bahel	Assistant
3	611	Shri Harish Kumar Batra	Tradesman-G (DEO)
4	608	Shri Suresh Kumar	Tradesman-G (DEO)
5	648	Shri Shamsher Singh	Tradesman-F (DEO)
6	1700	Shri Dharam Pal	Upper Division Clerk
7	1701	Shri Dharamvir	Upper Division Clerk
8	3322	Shri Mohinder Kumar	Upper Division Clerk
9	3722	Shri Prabhu Dayal	Lower Division Clerk
10	5294	Shri Sushil Kumar	Multitasking Staff
11	839	Shri Sarbanand Mahato	Multitasking Staff (*)
12	1723	Shri Omvir Singh	Multitasking Staff

(\*) Shri Sarbanand Mahato, MTS will report to Shri Chander Shekhar, Scientist-F

**12. CASH & ACCOUNTS**

HOG : Shri Vishnu Chandra, Scientist-G

HoD : Smt. Presanna Mohanan, JD

Branch Officer: Smt Ravinder Bhatia, DD

S.O. : Shri Bharat Singh

Sl. No.	E. Code	Name of Employee	Designation
1	766	Shri Ashok Kumar Katoch	Assistant
2	767	Smt Chandra Dhameja	Assistant
3	816	Shri Balam Singh Negi	Assistant
4	846	Shri B. S. Rawat	Upper Division Clerk
5	5206	Smt Sarita Negi	Upper Division Clerk
6	5231	Shri Manvirender Singh	Upper Division Clerk
7	5248	Shri Bhawesh Kumar Suman	Upper Division Clerk
8	5297	Shri Narender Singh Rawat	Lower Division Clerk
9	2033	Shri Krishan Kumar	Lower Division Clerk
10	2037	Shri Kishan Lal	Multitasking Staff

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**13. INTEGRATED FINANCE**

HOG : Shri Vishnu Chandra, Scientist-G

HoD : Smt. Presanna Mohanan, JD

S.O. : Shri Krishan Kumar

Sl. No.	E. Code	Name of Employee	Designation
1	1050	Smt Madhu Mahajan	Assistant
2	815	Shri Ramesh Chander	Assistant
3	5232	Smt Arti Kaintura	Assistant
4	5326	Shri Parveen Kumar	Assistant
5	5923	Shri Praveen Kumar	Upper Division Clerk
6	1718	Shri Arunachalam S	Upper Division Clerk
7	5251	Smt Vandana Pal	Upper Division Clerk
8	6675	Smt Meena Anilwal	Lower Division Clerk
9	6615	Shri Anand Madupu	Lower Division Clerk
10	853	Shri Om Prakash	Multitasking Staff

Shri Krishan Kumar, SO will submit all the files directly to JD (IFS), other than Audit &amp; Budget related files.

**14. PLAN, MONITORING AND PARLIAMENT**

HOG : Smt. J.R.D. Kalfay, Scientist-G

HoD : Shri A.V. Asthana, Scientist-E

Branch Officer: Smt Ravinder Bhatia, DD

S.O. : Shri U. K. Verma

Sl. No.	E. Code	Name of Employee	Designation
1	4428	Smt Shobha Rani	Personal Assistant
2	3116	Smt Shashi Maurya	Upper Division Clerk
3	6527	Shri Pankaj Kumar	Lower Division Clerk
4	5935	Shri Ram Dayal Singh	Lower Division Clerk

**15. TRAINING**

HOG : Shri H. P. Sharma, Scientist-G

HoD : Shri V. P. Sharma, Scientist-E

Branch Officer: Shri Ganga Prasad, DD

S.O. : Shri Sudhir Gupta

Sl. No.	E. Code	Name of Employee	Designation
1	5327	Shri Manoj Kumar Sharma	Upper Division Clerk
2	5927	Shri Sushil Kumar Singh	Lower Division Clerk
3	6870	Shri Nitin	Lower Division Clerk
4	1705	Shri Ved Prakash	Multitasking Staff

**16. PUBLICATION**

HOG : Smt. Neeta Verma, Scientist-G

HoD : -

Section Incharge: Smt. Anita Arora, JPO /

S.O. Shri U.C. Saxena

Branch Officer: Shri Ganga Prasad, DD

Sl. No.	E. Code	Name of Employee	Designation
1	780	Shri Rohitas Kumar	Reprog. Supervisor
2	782	Shri Mohan Singh	Senior Reprographer

Smt. Anita Arora, JPO &amp; Shri Sudhir Gupta, Section Officer will report to Smt. Neeta Verma, Scientist-G.

**17. LIBRARY & RECORD**

HOG : Smt. Ranjna Nagpal, Scientist-G

HoD : Shri P.K. Upadhyay, Scientist-E

Branch Officer: - Shri Ganga Prasad, DD

SO: Shri Sudhir Gupta

Sl. No.	E. Code	Name of Employee	Designation
1	1004	Shri N.S. Hariharan	Assistant
2	2290	Smt Nasreen	Upper Division Clerk
3	823	Shri Pat Ram	Senior Roneo Operator
4	835	Shri Ishwar Dass Rana	Senior Roneo Operator

*Sudhir*  
7/6/15

**18. RTI & GRIEVANCE**

HOG: Dr. S.C. Pradhan, Scientist-G (AA) HoD : Shri Anil Rastogi, JD (For Grievances)  
Shri Virendra Pasricha, Scientist-F & SGO  
Dr. Vandana Sharma, Scientist-G & PGO  
Branch Officer: Shri Swarup Dutta, CPIO (for RTI) S.O.: Smt. Ambika Krishnan

Sl. No.	E. Code	Name of Employee	Designation
1	5319	Smt Preeti Sahni	Assistant
2	1706	Shri Jagdish Prasad	Upper Division Clerk
3	6677	Smt Azeemunnisa S.	Lower Division Clerk

Smt. Ambika Krishnan will report to Shri Anil Rastogi, JD.

**19. LEGAL SERVICES**

HOG : Shri D.C. Misra, Scientist-G HoD : Shri Anil Rastogi, JD  
Branch Officer: — S.O. : Shri B.B. Tripathy

Sl. No.	E. Code	Name of Employee	Designation
1	6619	Shri Nitin	Lower Division Clerk
2	2044	Shri Ram Pal Singh	Multitasking Staff

Shri Rastogi, JD will report to Shri D.C. Misra, Scientist-G

**20. VIGILANCE**

HOG : DG, NIC HoD : Shri P.Lenin, Scientist-F & VO  
Branch Officer: Shri S.P. Sharma, DD S.O. : Shri R. Ramakrishnan

Sl. No.	E. Code	Name of Employee	Designation
1	5189	Shri Bhopal Singh	Upper Division Clerk
2	6612	Ms Hemlata	Lower Division Clerk
3	2043	Shri Bansil Lal	Lower Division Clerk
4	5304	Shri Bigu Ram	Multitasking Staff

**21. HINDI**

HOG : Dr.(Smt) Vandana Sharma, Scientist-G HoD : Shri Kewal Krishan, Scientist-F  
Section Incharge : Ms. Mridula Jain, AD (OL)

Sl. No.	E. Code	Name of Employee	Designation
1	756	Shri Mange Ram	Assistant
2	3544	Smt Suman Babiani	Junior Translator
3	3607	Smt Manju Madaan	Junior Translator
4	6750	Smt Taruna Sharma	Junior Translator
5	6613	Shri V. Jagannath	Lower Division Clerk
6	6614	Ms. Babli Singh	Lower Division Clerk
7	2027	Shri Ram Kishan	Multitasking Staff

2. Shri S.K. Aggarwal, Director will function as Director (Administration) and will exercise powers delegated to Director (Administration) and will report to DDG (Admin.)
3. Shri L.S. Viswanathan, Joint Director in addition to his existing responsibilities will also function as Head of Office in respect of NIC Hqrs., New Delhi. Shri Anil Rastogi, Joint Director will function as Head of Office during the absence on leave / tour of Shri Viswanathan.
4. Shri Anil Rastogi, Joint Director will function as link officer in respect of Shri L.S. Viswanathan, Joint Director and vice-versa.
5. General Coordination I Section will handle all the purchases of NIC Hqrs., New Delhi (both consumable and non consumable) as per the indents raised by Stores Section.
6. Shri Ganga Prasad, DD will be responsible for signing/authenticating sanctions / documents in respect of Training Division, Publications Division and Library and Records Division. Shri Ganga Prasad will report to Shri P.K. Upadhyay, Scientist-E.
7. Shri Gopal Krishan, Assistant (Employee Code 838) is posted in Procurement Business Group-II (G2) of NIC and will report to Shri Ujjal Mukherjee, Deputy Director.
8. All the staff posted in the respective section(s) will report to concerned Section Officer / Section Incharge.

*S.K. Aggarwal*  
1-6-15

3. This issues with the approval of Competent Authority and comes into force with immediate effect and until further orders.

  
(G.N. Kalia)  
Joint Director (Pers.)

Copy to:

1. Pay and Accounts Officer, NIC Hqrs., New Delhi
2. DDO, NIC Hqrs., New Delhi
3. OSD to DG NIC .... for information
4. All HOGs / DDGs / SIOs / HoDs / DDOs / SOs NIC State / UT Centre / SDTC ..... through IntraNIC
5. All Sections / Divisions, NIC Hqrs., New Delhi..... through IntraNIC
6. All concerned ... through IntraNIC
7. Vigilance Unit, DeitY ... for information
8. HOD, e-Office / eHRADM / OAD NIC Hqrs., New Delhi
9. HOD, Messaging and SMS Services Division, New Delhi.
10. CPIO, NIC Hqrs., New Delhi
11. Guard File/Personal File/Manpower File/Notice Board .... through IntraNIC

  
(G.N. Kalia)  
Joint Director (Pers.)

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**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi-110003.

26 November, 2015

**OFFICE ORDER**

Consequent upon superannuation of Dr. (Smt) Shefali Sushil Dash, Scientist-G, it has been decided to redistribute the work allocated to her as under:

**1. Shri Rajesh Gera, Scientist-G, (Employee Code 2702) in addition to his existing responsibilities will also function as Head of Group (HOG) in respect of the following:**

1. President Secretariat
2. Prime Minister Office
3. Cabinet Secretariat
4. Vice President Secretariat
5. Niti Aayog

Responsibility Division Projects / activities	HOD	Manpower Posted
President Secretariat	Shri Sheo Gopal Sharma, Scientist-E, 268	1. Shri Bhuwan Chandra Mishra, Scientist-D, 4646 2. Shri V. Raj Kumar, Scientist-B, 5528
Prime Minister Office	Shri Rakesh Gupta, Scientist-F, 244	1. Smt Suman Gera, Scientist-E, 387 2. Shri Sate Singh Rawat, Scientist-D, 620 3. Shri Rajesh Saxena, Scientist-C, 2498 4. Shri K.J. Dharmeshwar, Scientist-C, 3688 5. Shri Udayakumar K.P. Scientist-B, 650 6. Shri Sanjay Kumar, Scientist-B, 5133 7. Shri Amit Gupta, Scientist-B, 5351 8. Shri Vivek Kumar Mittal, Scientist-B, 5383 9. Shri Vineet Kumar, Sci Off/Engg, 6272 10. Shri Vikrant Nawani, Sci Off/Engg-SB, 5877 11. Shri Jagan Nath Chanchal, Sci Off/Engg-SB, 6511 12. Shri Vikas Dixit, Sci Off/Engg-SB, 6512 13. Shri Satheesh C, Sci Off/Engg-SB, 6669 14. Shri Himanshu Kansal, Sci/Tech Asst-A, 6783 15. Shri Rahul Gautam, Sci/Tech Asst-A, 6766 16. Shri Vijay Kishor, Lower Division Clerk, 6616 17. Shri Vijay Kumar, Multi Tasking Staff, 1704 18. Shri Hemant Kumar Sinha, Tradesman-G, 622 19. Shri Joginder Lal, Tradesman-G, 647
Cabinet Secretariat	Dr. Shubhag Chand, Scientist-E, 3727	1. Smt Seema Jain, Scientist-C, 2546 2. Shri Vijay Tiwari, Scientist-B, 5995 3. Shri Akash Kumar Gupta, Scientist-B, 6175 4. Shri Vinod Kumar J. Scientist-B, 6327 5. Shri Yogesh Kumar Agarwal, Sci Off/Engg-SB, 6653 6. Shri Amar Arora, Sci/Tech Asst-A, 6760
Vice President Secretariat	Shri Narinder Singh Arneja, Scientist-F, 238	1. Shri Mahendra Pal, Scientist-D, 1441

*[Signature]*  
26/11/15



Responsibility Division Projects / activities	HOD	Manpower Posted
Niti Aayog	Smt Alka Aggarwal, Scientist-F, 238	<ol style="list-style-type: none"> <li>1. Smt Mini Malik, Scientist-E, 428</li> <li>2. Smt Madhuchanda Samantray, Scientist-F, 2177</li> <li>3. Shri S, Sundaram, Scientist-D, 3114</li> <li>4. Smt Sangeeta Aggarwal, Scientist-C, 2440</li> <li>5. Smt Garima Sogani, Scientist-C, 4467</li> <li>6. Shri D. Samraj, Scientist-C, 5012</li> <li>7. Shri Vasudev Sharma, Sci Off/Engg-SB, 6509</li> <li>8. Ms Shahnaz, Sci Off/Engg-SB, 6727</li> <li>9. Smt Manju Joshi, Tradesman-F, 636</li> <li>10. Smt Preeti Jain, Tradesman-F, 639</li> <li>11. Shri Rajiv Juneja, Tradesman-F, 1822</li> <li>12. Shri Deepender Singh, tradesman-F, 2339</li> <li>13. Smt Claret Mary Ekka, Tradesman-F, 2340</li> <li>14. Shri Iqbal Singh, Tradesman-F, 2402</li> <li>15. Shri Vimal Roy, Tradesman-G, 1813</li> <li>16. Smt Rani Malhotra, Tradesman-G, 1819</li> <li>17. Shri Rajinder Kumar Joshi, Tradesman-G, 1870</li> <li>18. Shri Gulshan Kumar Khatri, Tradesman-G, 1824</li> </ol>

**2. Shri Gautam Ghosh, Scientist-G, (Employee Code 2693) in addition to his existing responsibilities will also function as Head of Group (HOG) in respect of the following:**

1. Ministry of Statistics and Programme Implementation
2. eGov App Store
3. eDistrict MMP
4. DeitY and its organisations & Coordination with NeGD, DietY
5. Bibliographic Information Division including Digital Archiving and Management
6. Cooperative Core Banking System (CCBS)
7. Electronic Transaction Aggregation and Analysis Layer (eTaal)
8. Commercial Taxes (VAT)
9. Rapid Replication - Manav Sampada (HRMS) Project
10. International Cooperation
11. eCabinet Project
12. PPSMS, Rural Price Index, National Address Database etc.
13. Digital India Portal and Mobile App & Monitoring tool for Digital India Programme
14. Productisation for eGov Appstore

Responsibility Division Projects / activities	HOD	Manpower Posted
Ministry of Statistics and Programme Implementation	Shri Suraj Parkash Rajpal, Scientist-E, 258	<ol style="list-style-type: none"> <li>1. Shri R. Arulmozhi Varman, Scientist-D, 4051</li> <li>2. Shri Roop Ram, Scientist-C, 376</li> <li>3. Shri Iqbal Singh, Scientist-C, 4653</li> <li>4. Shri Anurag Prakash Srivastava, Scientist B, 1380</li> <li>5. Ms Deepa Paliwal, Scientist-B, 5827</li> <li>6. Shri Mahendra, Scientist-B, 6150</li> <li>7. Shri Chandekar D.A., Tradesman-F, 592</li> </ol>

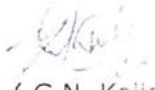
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26/11/15

Responsibility Division Projects / activities	HOD	Manpower Posted
eGov App Store- eDistrict MMP	Smt Mala Mittal, Scientist-F, 4260	1. Shri M. Nazieruddin, Scientist-E, 922 2. Shri Deepak Mittal, Scientist-C, 6558 3. Shri K.K. Siva Prasath, Scientist-B, 5360
DeitY and its organisations	Shri N.R. Tripathi, Scientist-F, 248	1. Shri Jai Prakash Gupta, Scientist-D, 4592
Digital Archiving and Management	Dr. Surinder Kumar, Scientist-F, 1935	1. Shri Rajesh Agarwal, Scientist-C, 3729 2. Shri Md Iftekhar Khan, Scientist-B, 5990 3. Ms Nivedita Aggarwal, Sci Off/Engg-SB, 6464
Bibliographic Information Division	Shri Sukhdev Singh, Scientist-E, 3225	1. Smt Rekha Gupta, Scientist-E, 3187 2. Shri Samar Nath Mishra, Scientist-B, 3732
Cooperative Core Banking System (CCBS)	Shri I.P.S. Sethi, Scientist-F, 1947	1. Shri Sanjay Kumar Sinha, Scientist-D, 2578 2. Shri Vaibhav Agarwal, Scientist-D, 4626 3. Shri Ashutosh Prasad Maurya, Scientist-C, 6584 4. Shri Ritesh Kumar Dwivedi, Scientist-B, 5797 5. Shri Shiva Kant Shukla, Scientist-B, 5862 6. Ms Misha Kapoor, Scientist-B, 6293 7. Shri Sunil Tyagi, Scientist-B, 6390
Electronic Transaction Aggregation and Analysis Layer (eTaal)		1. Shri Om Pradyumana Gupta, Scientist-B, 5436 2. Ms Sulbha Bhaire, Sci Off/Engg-SB, 6695
Commercial Taxes (VAT)		1. Shri Vivek Gupta, Scientist-E, 3396
Rapid Replication - Manav Sampada (HRMS) Project		
International Cooperation		
eCabinet Project PPSMS, Rural Price Index, National Address Database etc.		
Digital India Portal and Mobile App & Monitoring tool for Digital India Programme		
Productisation for eGov Appstore		

*Shri I.P.S. Sethi*  
26/11/15

3. All the officials and staff posted in the respective Divisions will report to their respective HOGs through their HODs and the respective HOGs will report to Director General, NIC.

4. This Office Order issues with the approval of Director General, NIC.

  
( G.N. Kalia )  
Joint Director (Pers.)

Copy to:

1. Pay and Accounts Officer, NIC Hqrs., New Delhi
2. DDO, NIC Hqrs., New Delhi
3. OSD to DG, NIC.....for information
4. Officers concerned.....through IntraNIC
5. DDG (Pers. & Admin.), NIC Hqrs., New Delhi
6. All DDGs / HOGs / HODs / Divisions / Sections at NIC Hqrs
7. All SIOs / SDTCs ..... through IntraNIC
8. CPIO, NIC Hqrs., New Delhi
9. Vigilance Officer, NIC Hqrs., New Delhi
10. Director, Vigilance Unit, DeitY ..... for information
11. HOD, e-Office/OAD/NIC MAIL, NIC Hqrs., New Delhi.....for necessary updation
12. Guard File/Personal File / Notice Board ... IntraNIC

  
( G.N. Kalia )  
Joint Director (Pers.)

No. 1(3)/2013-Pers.  
Government of India

**Ministry of Communications and Information Technology**  
Department of Electronics and Information Technology  
**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

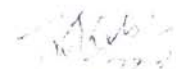
19<sup>th</sup> November, 2015

**OFFICE ORDER**

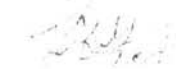
In continuation of Office Order of even number dated 23<sup>rd</sup> October 2015 regarding allocation between Administration I Section and Vigilance Section, the following are ordered:

- (i) Deputation of NIC staff to other organizations will be dealt by concerned Administration section.
- (ii) Administration-I section will continue to deal with Disciplinary cases of all NIC employees irrespective to the post. Shri Hariharan, LDC (Emp. Code 5331) who was posted in Administration-I section, vide office order no. 1(3)/2013-Pers. dated 01.06.2015 is directed to report to Administration-I section after his leave.
- (iii) Grievance Section will deal with cases related to sexual harassment.

This order issues with the approval of Director General, NIC and comes into force immediate effect and until further orders.

  
( G.N. Kalia )  
Joint Director (Pers.)

- Pay and Accounts Office, NIC Hqrs., New Delhi
- DDO, NIC Hqrs., New Delhi
- OSD to DG, NIC .... for information
- Joint Director, Administration, NIC Hqrs., New Delhi
- Joint Director, Staff and Public Grievance Section, NIC Hqrs., New Delhi
- Shri Hariharan, Lower Division Clerk
- Director, Vigilance Unit, DeitY.... for information
- HOD, OAD, NIC Hqrs., New Delhi..... for updation
- Hindi Section.....for translation
- Guard File/Notice Board .... through INTRANIC

  
( G.N. Kalia )  
Joint Director (Pers.)

No. 01(01)/2015-Pers. (Vol.I)

Government of India

**Ministry of Communications and Information Technology**

Department of Electronics and Information Technology

**National Informatics Centre**

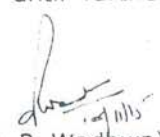
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

10<sup>th</sup> November, 2015

**OFFICE ORDER**

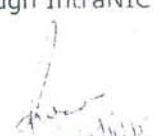
It has been decided with the approval of Competent Authority that Shri Rajesh Gera, Scientist-G (Emp. Code 2702) in addition to his existing responsibilities will also function as Link Officer for PGO during the absence on leave / tour etc., of Ms. Rama Nangpal, Scientist-G.

2. This order comes into force with immediate effect and until further orders.

  
(O. P. Wadhwa)  
Deputy Director (Pers.)

Copy to:

1. Pay & Accounts Office, NIC Hqrs., New Delhi. }
2. DDO, NIC Hqrs., New Delhi }
3. OSD to DG(NIC).....for information. }
4. Shri Rajesh Gera, Scientist-G }
5. Ms. Rama Nangpal, Scientist-G }.....Through IntraNIC
6. DDG(P&A), NIC Hqrs., New Delhi. }
7. Joint Director (Admin.), NIC Hqrs., New Delhi. }
8. All SIOs/HOGs/HODs at NIC HQ, New Delhi }
9. All Groups/Divisions/Sections, NIC HQ }
10. Director, Vigilance Unit, DeitY }..... for information
11. HOD, e-Office / OAD, NIC Hqrs., New Delhi }..... for translation
12. Hindi Officer, NIC Hqrs., New Delhi }..... Through IntraNIC
13. Guard File / Notice Board }

  
(O.P. Wadhwa)  
Deputy Director (Pers.)

No. 17(1)/2015-Pers.  
Government of India

**Ministry of Communications and Information Technology**  
Department of Electronics and Information Technology  
**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

5 November, 2015

**OFFICE ORDER**

It has been decided with the approval of Competent Authority that the work related to development of application for "monitoring foreign delegations and delegate's visits" is assigned to Open Source Technology Development Group. Shri Subramanian M., Scientific Officer/Engineer-SB (Emp. Code 6519) is hereby posted in Open Source Technology Development Group and will report to Shri C. J. Antony, Scientist-F & HOD.


2. This order comes into force with immediate effect and until further orders.



(G. N. Kalia)  
Joint Director (Pers.)

Copy to:

1. Pay & Accounts Office, NIC Hqrs., New Delhi. }
2. DDO, NIC Hqrs., New Delhi }
3. OSD to DG(NIC).....for information. }
4. Shri Rajesh Gera, Scientist-G }
5. Shri G. K. Gaur, Scientist-G }
6. Shri Nagesh Shastri, Scientist-G }
7. Shri C. J. Antony, Scientist-F }.....Through IntraNIC
8. Ms. Mala Mittal, Scientist-F }
9. Shri Subramanian M., Scientific Officer/Engineer-SB }
10. DDG(P&A), NIC Hqrs., New Delhi. }
11. Joint Director (Admin.), NIC Hqrs., New Delhi. }
12. All SIOs/HOGs/HODs at NIC HQ, New Delhi }
13. All Groups/Divisions/Sections, NIC HQ }
14. Director, Vigilance Unit, DeitY }..... for information
15. HOD, e-Office / OAD, NIC Hqrs., New Delhi }
16. Hindi Officer, NIC Hqrs., New Delhi }..... for translation
17. Guard File / Notice Board }.....Through IntraNIC



(G. N. Kalia)  
Joint Director (Pers.)

No. 17(1)/2015-Pers.  
Government of India


**Ministry of Communications and Information Technology**  
Department of Electronics and Information Technology  
**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

5 November, 2015

**OFFICE ORDER**

It has been decided with the approval of Competent Authority that the work related to "Sustainable Development Through Knowledge and Innovation (SDKI)" is assigned to Project Evaluation and Innovation Management Division, which is headed by Shri V. Sivaramakrishnaiah, Scientist-F.

2. This order comes into force with immediate effect and until further orders.

  
(G. N. Kalia)  
5-11-15

Joint Director (Pers.)

Copy to:

1. Pay & Accounts Office, NIC Hqrs., New Delhi. }
2. DDO, NIC Hqrs., New Delhi }
3. OSD to DG(NIC).....for information. }
4. Shri. A. K. Sinha, Scientist-G }
5. Shri V. Sivaramakrishnaiah, Scientist-F }.....Through IntraNIC
6. Shri Iqbal Hasan, Scientist-F }
7. DDG(P&A), NIC Hqrs., New Delhi. }
8. Joint Director (Admin.), NIC Hqrs., New Delhi. }
9. All SIOs/HOGs/HODs at NIC HQ, New Delhi }
10. All Groups/Divisions/Sections, NIC HQ }
11. Director, Vigilance Unit, DeitY ..... for information
12. HOD, e-Office / OAD, NIC Hqrs., New Delhi
13. Hindi Officer, NIC Hqrs., New Delhi ..... for translation
14. Guard File / Notice Board .....Through IntraNIC

  
(G. N. Kalia)  
5-11-15

Joint Director (Pers.)

No. 1(1)/2015-Pers.  
Government of India


**Ministry of Communications and Information Technology**  
Department of Electronics and Information Technology  
**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

28<sup>th</sup> October, 2015

**OFFICE ORDER**

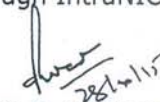
It has been decided with the approval of Competent Authority that Shri Harbans Lal Sharma, Scientist-F (Emp. Code 285) in addition to his existing responsibilities will also function as Link Officer during the absence on leave / tour of Shri Chander Shekhar, Scientist-F and vice versa for NIC Stores Group (Technical & General) & Internal Purchase Section.

2. This order comes into force with immediate effect and until further orders.

  
(O. P. Wadhwa)  
Deputy Director (Pers.)

Copy to:

1. Pay & Accounts Office, NIC Hqrs., New Delhi. }
2. DDO, NIC Hqrs., New Delhi }
3. OSD to DG(NIC).....for information. }
4. Ms. Rama Nangpal, Scientist-G **OFFICE ORDER** }
5. Shri Girish Kumar Gaur, Scientist-G }
6. Shri Harbans Lal Sharma, Scientist-F }....Through IntraNIC
7. Shri Chander Shekhar, Scientist-F (Emp. Code 285) in approval of } in approval of
8. Shri Ujjal Mukherjee, Deputy Director (Pers.) Code 286 } in approval of
9. Shri Shiv Shankar, Deputy Director (Pers.) Link Officer during } the
10. DDG(P&A), NIC Hqrs., New Delhi, Scientist-F and vice versa } in approval of
11. Joint Director (Admin.), NIC Hqrs., New Delhi. }
12. All SIOs/HOGs/HODs at NIC HQ, New Delhi }
13. All Groups/Divisions/Sections, NIC HQ, New Delhi. }
14. Director, Vigilance Unit, DeitY } ..... for information
15. HOD, e-Office / OAD, NIC Hqrs., New Delhi }
16. Hindi Officer, NIC Hqrs., New Delhi } ..... for translation
17. Guard File / Notice Board } ..... Through IntraNIC

  
(O.P. Wadhwa)  
Deputy Director (Pers.)



No. 1(1)/2015-Pers.  
Government of India

**Ministry of Communications and Information Technology**  
Department of Electronics and Information Technology  
**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi - 110003


28<sup>th</sup> October, 2015

**OFFICE ORDER**

It has been decided with the approval of Competent Authority that Shri Gautam Ghosh, Scientist-G (Emp. Code 2693) in addition to his existing responsibilities will also function as Link Officer during the absence on leave / tour of Shri Sanjay Singh Gahlout, Scientist-G and vice versa.


2. This order comes into force with immediate effect and until further orders.

No. 1(1)/2015-Pers.  
Government of India  
Ministry of Communications and Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodi Road, New Delhi

  
28/10/15  
(O. P. Wadhwa)  
Deputy Director (Pers.)

Copy to:

1. Pay & Accounts Office, NIC Hqrs., New Delhi. }
2. DDO, NIC Hqrs., New Delhi }
3. OSD to DG(NIC).....for information. } DDO
4. Shri Gautam Ghosh, Scientist-G }
5. Shri Sanjay Singh Gahlout, Scientist-G }.....Through IntraNIC
6. DDG(P&A), NIC Hqrs., New Delhi. } (Approval of Competent Authority)
7. Joint Director (Admin.), NIC Hqrs., New Delhi (Emp. Code 2693) }
8. All SIOs/HOGs/HODs at NIC HQ, New Delhi during absence of Shri Sanjay Singh Gahlout, Scientist-G and vice versa. }
9. All Groups/Divisions/Sections, NIC HQ, New Delhi. }
10. Director, Vigilance Unit, DeitY }..... for information
11. HOD, e-Office / OAD, NIC Hqrs., New Delhi. }
12. Hindi Officer, NIC Hqrs., New Delhi }..... for translation
13. Guard File / Notice Board }..... Through IntraNIC

  
28/10/15  
(O.P. Wadhwa)  
Deputy Director (Pers.)

NIC Hqrs., New Delhi.  
Ministry of Communications and Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodi Road, New Delhi

No. 1(2)/2015-Pers.  
Government of India

**Ministry of Communications and Information Technology**  
Department of Electronics and Information Technology  
**National Informatics Centre**  
A-Block, CGO Complex, Lodi Road, New Delhi – 110 003

25 August, 2015

**OFFICE ORDER**

In continuation of Office Order of even number dated 17<sup>th</sup> March 2015, the Procurement Division has been restructured into the following Sections:-

1. Internal Purchase Section
2. Services Support Section
3. Bandwidth Section
4. Projects Support Section

2. The first three Sections would be handling the procurements made out of the NIC Budget; whereas the fourth Section would be handling the procurements relating to the projects funded by other Ministries/Departments etc.

3. NIC is being provided budget under various activities/programs. The NIC's Budget for Revenue and Capital Heads for these activities/programs/projects are further allocated internally by AFA, NIC. A HoG-level Officer as follows is assigned each of the Activity/Program/Project with the responsibility of scrutinizing, justifying and recommending the procurement proposals for items/services, and controlling the budget allocated to the activity/program/ project:

ICT Activity/Program/Project		Budget controlling HoG
<b>NICNET Informatics Services to Central and State Govts. (NII) for eGovernance</b>		
1	Technical/General Stores	Smt. Rama Nangpal, Scientist-G
2	Cyber Security for NIC for e-governance	Dr. S C Pradhan, Scientist-G
3	Certifying Authority	Shri Girish Kumar Gaur, Scientist-G
4	NICNET Support to newly created District and existing Districts	Smt. J R D Kailay, Scientist-G
5	Grass Root Level Informatics Development	Smt. J R D Kailay, Scientist-G
6	Open Technology in e-Governance	Dr. P Balasubramaniam, Scientist-G
7	Land Records Informatics Project	Shri D.C. Misra, Scientist-G
8	Knowledge Management and Training	Shri H P Sharma, Scientist-G
9	Informatics Development Programme for North Eastern States	Smt J R D Kailay, Scientist-G
<b>Teleinformatics Development Promotion Programme</b>		
1	Multi-media Teleconferencing Facility	Shri Rajesh Gera, Scientist-G
2	India Image Development Programme	Smt Neeta Verma, Scientist-G
3	Open Government	Smt Neeta Verma, Scientist-G
<b>Biblio-informatics Services Programme</b>		
1	Automation and Networking of Libraries and Integration Knowledge Resources	Dr.(Smt) Ranjna Nagpal, Scientist-G
<b>Modelling Graphics and Design Programme</b>		
1	CAD and CIM	Smt Savita Dawar, Scientist F
2	Development of Geographic Information System	Dr. (Smt) Vandana Sharma, Scientist-G
3	Utility Mapping	Smt Rama Nangpal, Scientist-G

<b>E-Infrastructure Programme-NICSAT</b>		
1	Info Highway	Shri R.S. Mani, Scientist-F
2	Satellite Transponder	Shri R.S. Mani, Scientist F
3	High Speed Terrestrial Circuits	Shri R.S. Mani, Scientist F
<b>GISTNIC Programme</b>		
1	ASP Services	Smt Neeta Verma, Scientist-G
<b>Court Programme</b>		
1	Support to Courts	Shri D.C. Misra, Scientist-G
<b>NODE Project</b>		
1	NICNET International Gateway	Shri R.S. Mani, Scientist F
2	Email and mobile Services	Shri R.S. Mani, Scientist F
<b>NIC Companies and Ventures</b>		
1	NICSI	Dr. Ambreesh Kumar, Scientist-G
<b>Information Technology and Infrastructure Programme</b>		
1	Last Mile Solution Project	Shri R.S. Mani, Scientist F
<b>Data Centre and Infrastructure</b>		
1	National and State Data Centres	Smt Neeta Verma, Scientist-G
2	Operation and maintenance of Basic infra of National and State Data Centres	Shri Sanjay Singh Gahlout, Scientist-G
3	Land and Building for NIC State and District Centre	Shri Sanjay Singh Gahlout, Scientist-G

4. The work allocation to the concerned procurement Sections, along with the manpower deployed is as under:

**(i) Work allocation to Internal Purchase Section**

1. Processing of financial proposals for procurement of Hardware items such as Computer Systems, Peripherals, servers, storage, software, UPS, SMF Batteries, Routers and LAN active and passive devices, security products, Video conferencing systems etc.
2. Procurement of Xerox machines, air conditioners, etc.
3. Handling Performance Bank Guarantees (PBGs) and releasing of PBGs after warranty period.
4. Issuing of Octroi exemption certificates for delivery of ordered items/equipments outside Delhi.
5. Issuing financial sanctions to release payments to vendors after deduction of applicable penalty towards delay in delivery/installation, if any as per the terms and conditions of the empanelment/purchase works orders etc.
6. Maintaining database of all purchase orders by NIC to provide reply to audit observations and provide information sought under RTI.
7. Handling of RTI queries, Audit queries and Budget related issues etc.
8. Procurement of computer consumables, office stationary, furniture items, Car-tyres, Car batteries/accessories etc.
9. Processing of proposals as recommended by the Local Purchase Committees under GFR 145 and 146, etc.
10. Purchase of stationery/miscellaneous items from Kendriya Bhandar, NCCF and other Government agencies including local market.
11. Providing of information to users/vendors for payments received/made.
12. Any other related item.

<b>Manpower deployment in Internal Purchase Section</b>			
<b>Sl. No.</b>	<b>Name of Officers</b>	<b>Designation</b>	<b>Emp Code</b>
1.	Shri Chander Shekhar	Scientist-F & HOD	0975
2.	Shri Ujjal Mukherjee	Deputy Director & Branch Officer	0713
3.	Smt Poonam Sarwal	Assistant	1031
4.	Shri Munna Kumar	Upper Division Clerk	5205

*Shri*

Sl. No.	Name of Officers	Designation	Emp Code
5.	Shri Mohammad Arif	Upper Division Clerk	5324
6.	Smt. Ghalia Riyaz Batool	Upper Division Clerk	5198
7.	Smt. Kamlesh Verma	Upper Division Clerk	3120
8.	Shri Sheesh Pal	Upper Division Clerk	2050
9.	Shri Sushil Kumar	Multi Tasking Staff	5293

**(ii) Work allocation to Services Support Section**

1. Signing of AMC agreement for Hardware and office equipments, obtain the financial approval, processing the bills and making the payments to the vendor after deducting the penalty towards delivery/installation/service delays, if any, as per the terms and conditions of the empanelment/purchase /work orders etc.
2. Issuing the job orders for FMS/outsourced manpower, software license renewal and cyber auditing under NIC Budget with due approvals.
3. Issuing purchase orders for SMS and USD recurring bills.
4. Coordination with State Centers regarding above as payments are decentralized.
5. Processing of bills with sanction orders to cash & accounts for payment.
6. Engagement of Consultants from NIC Budget.
7. Handling to RTI queries, Audit queries and Budget related issues etc.
8. Issuing receipts to users for payments received and deposit into Bank/ECS/RTGS through Cash & Accounts Section.
9. Maintaining database of all purchase /job/work orders and related items etc.
10. Procurement of any service not being handled by any other Section/Division.

Manpower deployment in Service Support Section			
Sl. No.	Name of Officers	Designation	Emp. code
1	Shri Virendra Pasricha	Scientist-F & HOD	0199
2	Shri Umesh Chandra Saxena	Deputy Director & Branch Officer	0763
3	Shri Gopal Krishan	Assistant	0838
4	Shri Praveen Kumar	Upper Division Clerk	5923
5	Smt Sangeeta Gupta	Upper Division Clerk	5140
6	Shri P. Nelson Barla	Upper Division Clerk	5279
7	Shri Pradeep Kumar Mazumdar	Multi Tasking Staff	2065

**(iii) Work allocation to Bandwidth Section**

1. Hiring of Satellite transponders, Internet bandwidth for NICNET.
2. Hiring /upgrading/Shifting of leased lines from Hqrs. to States to District Centers and various Ministries/ Bhawans.
3. Payments to BSNL, MTNL, PGCIL. RAILTEL, Reliance communications, Tata Tele Services, Airtel, Intel etc. and other service providers including releasing foreign exchange towards transponder payments.
4. Handling of RTI queries, Audit queries and Budget related issues etc.
5. Maintaining database of all purchase orders by NIC to provide reply to audit observations and provide information sought under RTI.
6. Any other related item.

Manpower deployment in Bandwidth Section			
Sl. No.	Name of Officers	Designation	Emp. code
1	Shri R S Mani	Scientist-F & HOD	0958
2	Shri Manoj Datta	Section Officer	0751
3	Shri Mohit Kumar Mawar	Upper Division Clerk	5278
4	Shri Suresh Kumar	Upper Division Clerk	2029

*Shah*

Sl. No.	Name of Officers	Designation	Emp. Code
5	Shri Rakesh Kumar	Lower Division Clerk	6663
6	Shri DharamVir Singh	Multi Tasking Staff	0859

Shri Umesh Chandra Saxena, Deputy Director (Service Support Section) will be responsible for signing/authenticating sanctions/documents in respect of Bandwidth Section.

5. The above Sections shall adopt the following broad guidelines for processing of Procurement/Service related work:-

- (i) The requirement of general stationery, technical and other consumable items etc., will continue to be estimated by the respective Stores, as per the past trend, and indent raised to the Internal Purchase Section through HoG(Stores), for further processing/procurement. The specific requirement for training, workshop, meetings etc. will be requested by the concerned HoG to respective Stores. HoG(Stores) will examine the same and forward to Internal Purchase Section.
- (ii) For day-to-day activities/expenses for running the State Centre, the State Centre will procure/process the proposals for items such as stationery items, computer consumables etc., locally as per delegation to them after following the General Financial Rules/CVC guidelines and other Government instructions issued from time to time.
- (iii) Application Group/Infrastructure/Administrative Division will forward the proposals for general technical items/services required, with full details and justification, to the HoG(Stores), who is the related budget controlling HoG also. In respect of State Centre, the request for such item/service, with full details and justification, will be forwarded by SIOs to the HoG(Stores), through concerned State Coordinator.
- (iv) The items required by an Application Division, falling under the purview of another budget controlling HoG, will be submitted to the concerned budget controlling HoG, who will examine the items/services procurement requirement technically and administratively, and check the availability of funds for its procurement out of the Budget allotted to the concerned Activity/Program/Project, and recommend the procurement proposals for further processing by the concerned Purchase Section.
- (v) The concerned Purchase Sections on receipt of request will process the proposal as per the purchase procedure and obtain the financial approval of the competent authority as per Budget provision/Delegation of Financial Powers/GFRs/CVC guidelines and other Government instructions. They will be responsible for processing of proposals, and all related administrative work e.g. issue of work/job orders to the vendors, processing of vendors bills after completion of stock entry, and other formalities as per rules etc..
- (vi) For Annual Maintenance Services of items etc., the concerned HoG, responsible for such activity/procurement of such items, will take pro-active action in consultation with specialized Division/Officer at NIC Hqrs as per OM No.1(1)/2015-Pers. dated 19<sup>th</sup> May, 2015. The proposals will be forwarded to concerned Purchase Section for further processing such as obtaining the financial approval, Signing of Agreement, issuing of work order, processing of bills etc.



**(iv) Work allocation to Project Support Section**

1. Receipt of authorizations as per the approvals from the user department.
2. Dealing with procurement of different types of Hardware, Software, Cyber Security products and LAN items etc. for all paid projects being executed by NIC.
3. Provide various category of outsourced manpower to different paid projects.
4. Processing hiring of development seats, help-desk, leased line, collocation charges, website and application development, digitization work, aerial photography and other support services etc.
5. Processing of bills by making sanctions for payment to vendors
6. Entry into AMC agreements for various items/leased line charges under paid project
7. Organizing training/workshops under paid projects
8. Handling of PBGs for paid projects.
9. Timely returning of unutilized amount to user department as and when needed
10. Reply to audit observations and to provide information sought under RTI under various paid projects.
11. Engagement of Consultant under paid project Budget
12. Maintaining database of all purchase orders by Section to have status and to provide reply to audit observations and provide information sought under RTI.
13. Activities related to closing of paid projects in coordination with Application Division handling the Project/State Centre.
14. Any other related item.

<b>Manpower deployment in Project Support Section</b>			
<b>Sl. No.</b>	<b>Name of Officers</b>	<b>Designation</b>	<b>Emp. Code</b>
1	Shri K. Ramasubramanian	Scientist-F & HOD	1269
2	Shri Mahesh	Deputy Director & Branch Officer	1025
3	Shri Mahesh Kumar	Assistant	5284
4	Shri Kailash Chandra	Assistant	0817
5	Smt Rashmi Verma	Upper Division Clerk	5196
6	Shri Mukesh Kumar Verma	Upper Division Clerk	5204
7	Shri Lakky Kumar	Multi Tasking Staff	5713


6. In the case of Projects/Budget being provided by other Ministries/Departments etc., purchase/service /support related proposals will be processed by Project Support Section. The Project Support Section will be single window for all the project related activities. After request is received from respective Application Group/Division with full details and justification for procurement of item/service, Project Support Section will process the proposal as per the purchase procedure and obtain the financial approval of the competent authority as per Delegation of Financial Power rules and other Government instructions/orders. The concerned Application Division/Group will consult concerned ICT Support group in NIC wherever required. The Project Support Section will be responsible for processing of proposals, issuing of purchase/work orders and other administrative work relating to issue of work/job orders to the vendors, processing of vendors bills after completion of stock entry and other formalities as per rules.



7. In the case of State Centres, the requirement related to Projects will be sent to State Coordinator who will forward the same to the concerned Application Division/Group, who is executing the project, for further processing.


8. All the staff posted in the respective section(s) will report to concerned Section officer/Branch Officer.

9. This issues with the approval of competent authority and comes into force with immediate effect and until further orders.

  
( G.N. Kalia )  
Joint Director (Pers.)

Copy to :

1. Pay and Accounts Office, NIC Hqrs., New Delhi
2. DDO, NIC Hqrs., New Delhi
3. OSD to DG, NIC.....for information
4. All HOGs / DDGs / SIOs / HODs / DDOs / SOs NIC State / UT Centre / SDTC.....through IntraNIC
5. All Sections / Division, NIC Hqrs., New Delhi.....through IntraNIC
6. All concerned .....through IntraNIC
7. Vigilance Unit, Deity.....for information
8. HOD, eOffice / eHRADM / OAD NIC Hqrs., New Delhi
9. HOD, Messaging and SMS Services Division, New Delhi
10. CPIO, NIC Hqrs., New Delhi
11. Guard File / Personal File / Manpower File / Notice Board.....through IntraNIC

  
( G.N. Kalia )  
Joint Director (Pers.)