

No. ITPO/ITSD/Work Allocation/2020  
India Trade Promotion Organisation  
I.T. Services Division

Dated: - 08/01/2020

Office Order no. 76/2020

Subject: - Work Allocation of officials posted in I.T. Services Division.

The following work allocation is hereby ordered in I.T. Services Department with immediate effect:-

S. No.	Name of the official	Allocation of work
1.	Sh. A.C. M. Kumar, DGM	Supervision of all works pertaining to I.T. Services Division.
2.	Sh. Abhishek Chauhan, Manager {Report to DGM (ACMK)}	<ul style="list-style-type: none"><li>• Implementation of web-based portal for booking of space and management of foreign fairs.</li><li>• Implementation of Human Resource Management System (HRMS).</li><li>• Implementation of a robust Mobile App for IITF 2020 including geo-referencing and tracking of visitor's movement.</li><li>• Implementation of Enterprise Resource Planning (ERP) software.</li><li>• Implementation of Asset Management &amp; Purchase Order Management System.</li><li>• Business Visitor and Exhibitors Database Management System.</li><li>• Online space booking for third party events.</li><li>• Social Media Accounts maintenance.</li><li>• Any other work assigned by the senior officers.</li></ul>
3.	Ms. Anita Chaudhary, Deputy Manager {Report to M (AC)}	<ul style="list-style-type: none"><li>• IT FMS contract management.</li><li>• Data Centre Administration and Operations.</li><li>• Management of IT Stores.</li></ul>

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		<ul style="list-style-type: none"><li>• Tally accounting software maintenance work.</li><li>• RITES modules maintenance work.</li><li>• Online space booking for domestic events.</li><li>• Wi-Fi set-up for existing and new halls.</li><li>• Vigilance Clearance System.</li><li>• Website Maintenance.</li><li>• Any other work assigned by the senior officers.</li></ul>
4.	Sh. Santram, Executive {Report to DM(AC)}	<ul style="list-style-type: none"><li>• All work related to processing of bill/ invoice processing, advance settlement.</li><li>• Preparation of OSL report, any report to be sent to the auditors/ other departments of the organization, any compliance reports etc.</li><li>• Hiring of LED screens.</li><li>• Airtel &amp; Reliance Jio Wi-Fi Hotspot.</li><li>• Any other work assigned by the senior officers.</li></ul>
5.	Sh. Manoj Kumar, Senior Assistant {Report to DM(AC)}	<ul style="list-style-type: none"><li>• SPARROW hand-holding support and assistance to all ITPO officials.</li><li>• Action on corporate email account i.e. <a href="mailto:info@itpo.gov.in">info@itpo.gov.in</a> and ensure timely forwarding of the relevant emails to the concerned departments.</li><li>• Supervision of I.T. FMS work including distribution of assets, managing IT stores etc.</li><li>• Monitor daily attendance of the vendor's representatives/ engineers deployed on-site in ITPO and submit a report daily to the Section-Incharge.</li><li>• Any other work assigned by the senior officers.</li></ul>

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6.	Sh. Jaibeer Singh, Senior Assistant {Report to DM(AC)}	<ul style="list-style-type: none"><li>• E-procurement hand-holding support activity.</li><li>• Bill/ Invoice processing of all contracts except for jobs assigned to Sh. Santram, Executive.</li><li>• File movement of files through physical register and File Tracking System (FTS).</li><li>• Helpdesk Management activity for online space booking in domestic events organized by ITPO.</li><li>• Any other work assigned by the senior officers.</li></ul>
7.	Ms. Medhi, Sr. Steno of DGM (ACMK) {Report to DGM(ACMK)}	<ul style="list-style-type: none"><li>• Provide secretarial assistance and typing support to Sh. Santram Executive, apart from regular work assigned by DGM (ACMK).</li></ul>

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(Vikas Malhotra)  
General Manager  
I.T. Services Division

To: - All Concerned.

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- PS to ED
- Administration Department