## India Trade Promotion Organisation I.T. Services Division

Date: 17.10.2022 Pragati Maidan, New Delhi

Office Order No. Admin. 1614/2022

Sub: Work Allocation \_ I.T. Services Division.

The following work allocation is hereby ordered in I.T. Services Division with immediate effect.

SI.	Name of official	Allocation of work
No.		i. Management and Coordination of execution
1.	Sh. Abhishek Chauhan,	i. Management and Coordination of execution of all works of IT Division.
	Manager	Of all works of 11 Division.
	Reporting Officer:-	
	Shri Bimal Kumar Dubey,	(F)
	GM(IT)	
2.	Ms. Monica Gehlot,	i. Contract Management of Comprehensive
	Deputy Manager	Maintenance & Facilities Management
e v	- 21	Services (CM&FMS), Firewall Subscription
	Reporting Officer:-	Management, Antivirus Solution
		Management, e-Tendering System on CPP
	Sh. Abhishek Chauhan,	portal & Procurement of I.T. Goods,
	Manager	Software & Services, Digital Signature
	8	Certificates (DSCs) and previous Wi-Fi contract related works, Leased line
	11 11 15	connectivity through Railtel/MTNL etc.
		ii. IT Store In-charge (Management of all IT
	87 ±	inventory and IT Stores), issue and returns
		of I.T. Assets and issue "No Dues
		Certificates".
		iii. Development/ Maintenance of Corporate
		Website & its hosting and Social Media
		Accounts Management.
		(CD L DD OW)
		iv. e-Office Lite product suite (SPARROW)
		management, e-Office Lite (eFile) software
		product suite, NIC e-mail services.
		v. Contract Management Software for
		v. Contract Management Software for Overseas Events' Management.
	7	Overseas Events Management.
		vi. Bio-metric Attendance System (BAS).
		vii. Budget Planning and estimation
		Outstanding Liabilities (OSL) related work,
		guarterly report(s) by CVO to CVC, audit
		queries & reports compilation etc., statutory
		compliances reports etc., new initiatives &

and all other miscellaneous statutory reports submission pertaining to IT Department.  3. Sh. Suman Mondal, Deputy Manager  Reporting Officer:- Sh. Abhishek Chauhan, Manager  8. E-ticket, Gate Management including Business Visitors Registration;  8. Software for Online Space Booking of Third Party (BDD) Events and Software for Online Space Booking of Third Party (BDD) Events and Software for Online Space Booking of Third Party (BDD) Events and Software for Online Space Booking of Third Party (BDD) Events and Software for Online Space Booking of Third Party (BDD) Events and Software Solution implementation.  9. Personnel Information System (PIS) maintenance/HRMS Software Solution implementation.  10. LED Screens' installation on hiring basis.  11. Wi-Fi (Old & New Complex) & Ondemand Including Solutions (IBS) for Cellular Networks at IECC Complex.  12. Software Information System Reporting of Domestic Events.  13. Software for Online Space Booking of Third Party (BDD) Events and Software Solution implementation.  14. Sh. Satish Sharma, SA  15. Sh. Satish Sharma, SA  16. Sh. Satish Sharma, SA  17. Reporting Officer:- Ms. Monica Gehlot Deputy Manager  18. Sh. Satish Sharma, SA  19. Sh. Satish Sharma, SA  10. Sh. Satish Sharma, SA  11. Space Sooking of Domestic Voursease events; and Vigilance Clearance System software.  12. Space Booking of Domestic Push (Mol) in Management of all IT inventory and IT Stores), Digital Signature Certificate issue and returns of I.T. Assets and issue "No Dues Certificates".  18. Sh. Satish Sharma, SA  19. Sh. Satish Sharma, SA  10. Sh. Satish Sharma, SA  11. Space Booking of Domestic Voursease events; and Vigilance Clearance System software.  12. Software for Online Space Booking of Domestic Voursease events; and Vigilance Clearance System software.  19. Software for Online Space Booking of Domestic Voursease events; and Vigilance Clearance System software.  10. Software for Online Space Booking of Domestic Voursease events; and Vigilance Clearance System software.  10. Software for O			good practices initiated-bi- monthly/quarterly report(s), RTI Replies
Deputy Manager  Reporting Officer:- Sh. Abhishek Chauhan, Manager  ii. E-ticket, Gate Management including Business Visitors Registration; iii. Tally ERP/ Financial Accounting Software. iv. Software for Online Space Booking of Third Party (BDD) Events and Software for Online Space Booking of Domestic Events.  v. Personnel Information System (PIS) maintenance/HRMS Software Solution implementation.  vi. LED Screens' installation on hiring basis. vii. Mobile Application(s) for domestic/ overseas events; and Vigilance Clearance System software.  i Assist DM (MG) in Management of all IT inventory and IT Stores), Digital Signature Certificate issue and returns of I.T. Assets and issue "No Dues Certificates".  ii Files and record keeping of legacy files, documents and records.  5. Sh. Mukesh Kumar, JA  Reporting Officer:- Sh. Abhishek Chauhan Manager  i Assist in bill processing for document verification and Bill Forwarding Proforma preparation.			and all other miscellaneous statutory reports submission pertaining to IT Department.
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Sh. Khazan Singh, Attendant. i Assist all officials in day-to-day work.			iii. Assist in bill processing for document verification and Bill Forwarding Proforma preparation.
h   M. Muzun Sing., 1	6.	Sh. Khazan Singh, Attendant.	i Assist all officials in day-to-day work.

Note:

- a. All officers/officials shall also carry out any additional work as assigned by senior officers.
- b. Refund of EMD & PG etc. towards tender/contracts, creation of payment receipts, timely processing of bills, keeping OSL, file and record keeping of current files etc., will be looked after individually by concerned officers for their respective project(s) with assistance of associated staff.

(Bimal Kumar Dubey)
General Manager; IT Divn.

To: All ITD Officers/officials.

Copy for information to:

- PS to CMD
- PS to ED