

India Trade Promotion Organisation  
I.T. Services Division

Date: 17.10.2022  
Pragati Maidan, New Delhi

Office Order No. ....Admin:1624/2022.....

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

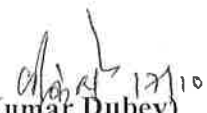
The following work allocation is hereby ordered in I.T. Services Division with immediate effect.

Sl. No.	Name of official	Allocation of work
1.	Sh. Abhishek Chauhan, Manager  <b>Reporting Officer:-</b> Shri Bimal Kumar Dubey, GM(IT)	i. Management and Coordination of execution of all works of IT Division.
2.	Ms. Monica Gehlot, Deputy Manager  <b>Reporting Officer:-</b> Sh. Abhishek Chauhan, Manager	i. Contract Management of Comprehensive Maintenance & Facilities Management Services (CM&FMS), Firewall Subscription Management, Antivirus Solution Management, e-Tendering System on CPP portal & Procurement of I.T. Goods, Software & Services, Digital Signature Certificates (DSCs) and previous Wi-Fi contract related works, Leased line connectivity through Railtel/MTNL etc.  ii. IT Store In-charge (Management of all IT 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.  iv. e-Office Lite product suite (SPARROW) management, e-Office Lite (eFile) software product suite, NIC e-mail services.  v. Contract Management _ Software for Overseas Events' Management.  vi. Bio-metric Attendance System (BAS).  vii. Budget Planning and estimation, Outstanding Liabilities (OSL) related work, quarterly report(s) by CVO to CVC, audit queries & reports compilation etc., statutory compliances reports etc., new initiatives &

		good practices initiated-bi-monthly/quarterly report(s), RTI Replies and all other miscellaneous statutory reports submission pertaining to IT Department.
3.	Sh. Suman Mondal, Deputy Manager  <b>Reporting Officer:-</b> Sh. Abhishek Chauhan, Manager	<ul style="list-style-type: none"> <li>i. Wi-Fi (Old &amp; New Complex) &amp; On-demand Internet Service, In-building Solutions (IBS) for Cellular Network Coverage Enhancement &amp; other ICT works at IECC Complex.</li> <li>ii. E-ticket, Gate Management including Business Visitors Registration;</li> <li>iii. Tally ERP/ Financial Accounting Software.</li> <li>iv. Software for Online Space Booking of Third Party (BDD) Events and Software for Online Space Booking of Domestic Events.</li> <li>v. Personnel Information System (PIS) maintenance/HRMS Software Solution implementation.</li> <li>vi. LED Screens` installation on hiring basis.</li> <li>vii. Mobile Application(s) for domestic/overseas events; and Vigilance Clearance System software.</li> </ul>
4.	Sh. Satish Sharma, SA  <b>Reporting Officer:-</b> Ms. Monica Gehlot Deputy Manager	<ul style="list-style-type: none"> <li>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".</li> <li>ii Files and record keeping of legacy files, documents and records.</li> </ul>
5.	Sh. Mukesh Kumar, JA  <b>Reporting Officer:-</b> Sh. Abhishek Chauhan Manager	<ul style="list-style-type: none"> <li>i. SPARROW/ e-Procurement hand-holding support and assistance.</li> <li>ii. Action on corporate e-mail account i.e. "info@itpo.gov.in" and ensure timely forwarding to the concerned department/officials and diary work.</li> <li>iii. Assist in bill processing for document verification and Bill Forwarding Proforma preparation.</li> </ul>
6.	Sh. Khazan Singh, Attendant.	<ul style="list-style-type: none"> <li>i Assist all officials in day-to-day work.</li> </ul>

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