India Trade Promotion Organisation
I.T. Services Division

10th March, 2022
Pragati Maidan, New Delhi

Office Order No. ......154/2022.........................

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. Tarun Kant Pant, Manager **Reporting Officer :** Sh. B.K. Dubey, HOD (IT)	i ICT works pertaining to IECC incl. Wi-Fi & On-demand wired internet services, In-building Solutions for cellular network coverage and other ICT works at Admin Building & Convention Center. ii Tally ERP Software. iii Software for overseas events' management. iv Software for management of online space booking of domestic events.
2.	Sh. Abhishek Chauhan, Manager **Reporting Officer:-** Sh. B.K. Dubey, HOD (IT)	i Budget Planning/ Estimation. ii 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, Softwares & Services. iii E-ticket, Gate Management including Business Visitors Registration. iv Digital Signature Certificates (DSCs) and existing Wi-Fi contract related works. v Personnel Information System (PIS) maintenance and management & e-Office Lite product suite (SPARROW) management.
3.	Ms. Monica Gehlot, Deputy Manager **Reporting Officer:-** Sh. B.K. Dubey, HOD (IT)	i IT Store-In charge (Management of all IT inventory and IT Stores), issue and returns of I.T. Assets and issue "No Dues Certificates". ii 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. iii LED Screens' installation on hiring basis.

4.	Sh. Suman Mondal Deputy Manager; **Reporting Officer:-** Sh. B.K. Dubey, HOD (IT)	i	Wi-Fi & On-demand wired Internet services, In-building Solutions for cellular network coverage & other ICT works at Exhibition Complex.
		ii	Software for management of online space booking of third party (BDD) events.
		iii	Development/ Maintenance of Corporate Website & its hosting, Mobile Application(s) for domestic/ overseas events, Vigilance Clearance System software.
		iv	e-Office Lite (eFile) software product suite & Social Media Accounts Management.
5.	Sh. Satish Sharma, SA **Reporting Officer:-** Ms. Monica Gehlot Deputy Manager	i	Assist DM (MG) in Management of all IT inventory and IT Stores), issue and returns of I.T. Assets and issue "No Dues Certificates".
		ii	Files and record keeping of legacy files, documents and records.
6.	Sh. Mukesh Kumar, JA **Reporting Officer:-** Sh. Abhishek Chauhan Manager	i	SPARROW/ e-Procurement hand-holding support and assistance.
		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.
		iii	Assist in bill processing for document verification and bill forwarding proforma preparation.
7.	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) 10/3/2021
General Manager; IT Divn.

To: All ITD Officers/officials.

Copy for information to:

- **PS to CMD**
- **PS to ED**