

Government of India
Ministry of Statistics & Programme Implementation
Data Informatics & Innovation Division (Computer Centre)

East Block-10, Sector-1
R. K. Puram, New Delhi-110066
Dated: 16.09.2022

OFFICE ORDER

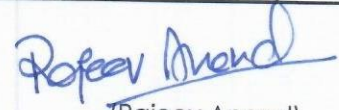
In supersession of this Division's previous Office Orders pertaining to work allocation, the Competent Authority, DIID (CC) has approved the following work allocation for the officers / officials of this Division, with immediate effect and until further orders:

Channel of submission				Units
Ms. Nilanjana Roy, DDG	Ms. Ambica Anand Chatterjee, Dir	Sh. Amit Kumar, DD	Smt. Jyoti, SSO Shri Alok Kumar Pandey, JSO	NIIP [Work of ESD (excl. EC) and PSD, Analytics module, Admin Stats module, NIIP Portal], DI Lab, iMC
		Sh. Rajeev Anand, US	Sh. S. Ravi Kumar, SO	Establishment Section: All service matters viz. RRs, Reservation Rosters, Recruitment, Appointment, Confirmation, Seniority, Promotion, Transfer / Posting, Inquiry, Resignation, Suspension, Termination, Retirement, MACP, Pay-fixation, forwarding of application, Sanction letters pertaining to Establishment matters, Grant of HBA, Parliament questions, Court Cases, Periodical Reports, RTI relating to Admin Unit.
	Sh. Soumendu Ray, DS	--	--	PA to Head of Office; All Pension related matters, Issue of Identity Card / CGHS Card, Up-dation of leave on e-leave portal, Maintenance of Service Book/ Personal files, APAR, Property Returns, NOC, Grievances, Increment, Periodical Reports, Miscellaneous correspondence from MHA & MoSPI, and other Establishment Section work.
		Sh. Manish Joon, DD	Smt. Jyoti, SSO (she will also report to Shri Amit Kumar as above)	Overall technical coordination of NIIP and liaisoning with PMU and SI on all technical issues; Technical coordination on any future projects
				NIIP (NAD & its Data Migration)
Sh. Anil Chopra, JD	Sh. R.P. Thakur, DD	--	TAEC, Microdata Archives (Maintenance & updation), PMU, overall coordination w.r.t. NIIP Existing and future Data warehouse	

Channel of submission			Units
Ms. Anjana Dutt, JD	Dr. Geeta Chhabra, DD	--	OGD Portal updation, Creation of emails, DA, EHRMS & Data Dissemination Unit & Maintenance and updation of new MoSPI website
	--	Sh. M.K. Sinha, SSO (he will directly report to Smt. Anjana Dutt, JD for old website)	Updation of MoSPI's <u>Old Website</u> (if required)
	Sh. Parimal, AD	Sh. M.K. Sinha, SSO	Overall coordination of DIID [National/International], NIIP [Document Management System, Public Outreach Platform]
--	Ms. Mridula Roy, DD	--	NIIP [OCMS dashboard, KPI dashboard, SSD], ISS/ SSS CMS
Ms. Rashmi Sharma, JD	Ms. Mridula Roy, DD	Sh. M.K. Sinha, SSO	NIC Cloud Management Services
	--		SDMX
	Sh. Parimal, AD		NIIP [Training, NSSTA]
Sh. P.S. Meena, JD	Sh. Manish Joon, DD	Shri Aditya Singh, JSO	Operations Unit, Data Centre, AMC of Computer Systems & peripherals of various divisions of MoSPI, Cyber Security
	Sh. Amit Kumar	--	NSDI and GIS coordination
	Sh. Karan Singh Tanwar, DD	(i) Sh. Naveen, SSO,	General Section: All General Administrative matters viz. General Purchase, Sanction letters Pertaining to General Admin matters, Caretaking of official building, Staff Car/Logistics, Liveries, Printing, Stamp, Name Plate, Sign Boards, Contracts including AMC, casual labour, display of National Flag, hospitality (arrangements for meetings, trainings etc.), auction of Un-serviceable items, Liveries, Renovation, Repairing, R&I, Consumables, Government Accommodation, Florist / Flower Pots, Furniture, Cleaning / Sweeping, Liaison with CPWD (Civil, Electrical and Horticultural Wings) as well as other agencies.
	Sh. Karan Singh Tanwar, DD --	Sh. Akshay, JSO	Maintenance of store, General purchase, maintaining DSR register, processing bill through e-file for payment of general items, Stationery, receiving items purchased on GeM & generation of crack.

Channel of submission			Units
		Shri Rakesh Nayyar, DEO (Caretaker)	Upkeep of Office premises, supervision of housekeeping staff, arrangements of hospitality during meetings/conferences.
		---	NSS modules of NIIP, Training Unit of DIID
	--	--	Economic Census
	Sh. Rajeev Anand, US	Sh. S. Ravi Kumar, SO	Ms. Hema Rani, SSO
			Cash Section: All financial matters, relating to Gr. 'A', e-TDS, GST, Contingent expenditure bills, PFMS, Speed Post Bills, Imprest fund etc.
			Ms. Hema Rani, SSO
			Cash Section: All financial matters, relating to Gr. 'A', e-TDS, GST, Contingent expenditure bills, PFMS, Speed Post Bills, Imprest fund etc.
			Sh. Jeetender Kumar, JSO
			All financial matters, relating to Gr. 'B' & 'C', Budget
	Sh. Rajeev Anand, US	Sh. S. Ravi Kumar, SO	Sh. O P Meena, DEO
			Library: Purchase/Inventory/issue of Books, News Paper bills; condemnation of old newspapers / Books / Periodicals / journals etc.
			PA to Director;
			Sh. Pavan Kushwaha, Steno.
			Medical bills of all officers / officials, Tea bills on quarterly basis; Telephone bills on quarterly basis, MTNL bills on monthly basis, Bag bills of officials etc.
	Sh. Rajanish Prasad, AD(OL)	Ms. Anju Yadav, Sr. Translation Officer	Hindi Section (Sh. Pawan Kushwaha and Sh. Deepak Kumar to assist with typing as and when required)

2. These issues with the approval of ADG, DIID (CC).



(Rajeev Anand)
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To

1. All Officers / officials of DIID(CC).
2. Web Unit – with a request to upload the same on Ministry's website.
3. Notice Board.
4. Hindi Section for Hindi Version.

Copy for information to:

1. PPS to ADG, DIID (CC).
2. PS to DDG (NR), DIID (CC).
3. PA to Director (Admn.), DIID (CC).