

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

**Date: 8.4.2024
Pragati Maidan, New Delhi**

Office Order No. 229/2024

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

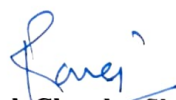
The following work allocation is hereby ordered in I.T. Services Division with immediate effect.

Sl. No.	Name of official	Allocation of work
1.	Sh. Ravi Prakash Pareek, Deputy General Manger Reporting Officer:- Sh. Rakesh Chandra Sharma, General Manager	i. Supervision and management of all works of IT Division. ii. All correspondence and its tracking iii. Meetings iv. Any task assigned by superiors.
2.	Sh. Abhishek Chauhan, Senior Manager Reporting Officer:- Sh. Ravi Prakash Pareek, Deputy General Manager	i. Management and coordination of all works of IT Division. ii. Inter-divisional issues. iii. Any task assigned by superiors.
3.	Sh. Piyush Kumar Maurya, Young Professional (Will be assisted by Ms. Kajal, NIC Team) Reporting Officer:- Sh. Abhishek Chauhan, Senior Manager	File work, execution & management of the following contract(s): i. Domestic Fairs _ Online Space Booking and back office management. ii. BDD Events_ Online Space Booking and back office management. iii. Overseas Events _ Online Space Booking and back office management. iv. Website Maintenance and Social Media Accounts Management (including GIGW Version 3 compliance certification). v. Bharat Mandapam Mobile App. vi. New ERP (File Work & Implementation). vii. Cyber security ecosystem implementation. viii. Internet Leased Line (ILL) - Admin. Bldg. ix. IBS and Wi-Fi. x. Financial Accounting - Tally Contract. xi. LED Hiring. xii. E-Ticketing, Gate Management and Business Visitors Registration. xiii. IT Policy Review & updation.
4.	Ms. Rachita, Young Professional (Will be assisted by Sh. Himanshu, FMS Team) Reporting Officer:- Sh. Abhishek Chauhan, Senior Manager	i. Contract Management of Comprehensive Maintenance & Facilities Management Services (CM & FMS), Firewall subscription management, Anti-virus solution management ii. E-tendering System on CPP Portal & Procurement of IT Goods, Software & Services etc. iii. RTI Matters iv. Website Sanitization and ensure regular website updation

		<ul style="list-style-type: none"> v. New ERP (Implementation) vi. e-office (eFile) Application and Hosting vii. eOffice(Sparrow) Application and Hosting viii. NIC e-mail services ix. GepNIC (CPP Portal) application and hosting x. Bio-metric Attendance System xi. All Statutory Compliances Reports submission xii. Handle & Keep Track of All Inbound and Outbound Communication. xiii. Action on corporate e-mail account i.e. info@itpo.gov.in and ensure timely forwarding to the concerned department/ officials and diary work.
5.	<p>Sh. Satish Sharma, Sr. Assistant</p> <p>Reporting Officer:-</p> <p>Sh. Abhishek Chauhan, Senior Manager</p>	<ul style="list-style-type: none"> i. I.T. Stores In-charge, issue and return of I.T. Assets and issue of NOCs ii. Digital Signature Certificate (DSC) related work iii. Keep Track of All IT FMS work related to calls / issues and ensure timely resolution of all calls / issues. iv. Files management and record keeping of legacy files, documents and records.
6.	<p>Sh. Mukesh Kumar, Jr. Assistant</p> <p>Reporting Officer:-</p> <p>Sh. Abhishek Chauhan, Senior Manager</p>	<p>Providing assistance to concerned officer in –</p> <ul style="list-style-type: none"> i. Invoice processing of all contracts ii. Reconciliation and settlement of all advances issued to NICS. iii. Budget and OSL finalization iv. EMD & PG Processing v. Creation of all payment receipts vi. Official work of SM (IT)
7.	Sh. Khazan Singh, Attendant.	vii. Assist all officials in day-to-day work.

Note:

- All officers/officials shall also carry out any additional work as assigned by senior officers.


(Rakesh Chandra Sharma)
General Manager(IT)

To: All ITD Officers/officials.

Copy to:-

- PS to CMD
- PA to ED