

GOVERNMENT OF MANIPUR
DIRECTORATE OF INFORMATION TECHNOLOGY AND COMMUNICATION
4th floor, Wset Block building, New Secretariat, Imphal - 795001

O R D E R S

Imphal the 4th January, 2017

No.4/1/2010-DIT(Pt): Allocation of works/ schemes /programmes amongst the officials of the Directorate of Information Technology, Government of Manipur is shown against their names as below until further orders:

Sl. No.	Name of Official	Name of Works/Scheme/Programme
1.	Shri Gurumayum Robert Sharma Deputy Director	<ul style="list-style-type: none">▪ All e-Governance Projects except SWAN▪ Digital India▪ Capacity Building for e-Governance and Digital India▪ Audit▪ Court Cases▪ New e-Governance Projects
2.	Md. Zunab Ali Informatics Officer	<ul style="list-style-type: none">▪ Head of Office and DDO▪ General Administration and Establishment▪ All accounts matters▪ Audit▪ Service Matters▪ Disciplinary Action▪ Store and Stock
3.	Shri N. Kejit Singh Informatics Officer	<ul style="list-style-type: none">▪ Management and Maintenance of IT Park and related Infrastructure
4.	Shri N. Bikramjit Singh Informatics Officer	<ul style="list-style-type: none">▪ E-Procurement▪ E-Office▪ Matters related to Coding and Development/Modification of Application Software▪ Cyber Security
5.	Shri Y. Jateen Singh Informatics Officer	<ul style="list-style-type: none">▪ IT SEZ▪ MIPDCO▪ Governor's Address▪ Annual Administrative Report▪ Matters related to Planning Dept., PLAN, Budget▪ Audit, Assembly/Parliament matters▪ Technical Appraisal▪ NEC & Monthly Scheme Progress Report
6.	Shri L. Martha Singh Informatics Officer	<ul style="list-style-type: none">▪ SWAN, WEBSITES, Sectt LAN, Bio-Metric Attendance, NOFN, CCTNS, IPV6▪ Wireless Network▪ All Communication related matters

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7.	Shri Md. Habibur Rahaman Informatics Officer	<ul style="list-style-type: none"> ▪ Work Programme ▪ Matters related to Accountant General ▪ Conversion of AC bills to DCC Bills ▪ Right to Information
8.	Smt. L. Saytabati Devi Informatics Officer	<ul style="list-style-type: none"> ▪ Capacity Building & e-Governance Trainings ▪ Matters related to State e-Mission Team
9.	Smt. L. Meena Devi Informatics Officer	<ul style="list-style-type: none"> ▪ Common Service Centres
10.	Shri Herojit Sanjenbam Informatics Officer	<ul style="list-style-type: none"> ▪ State Service Delivery Gateway & e-Forms ▪ Maintenance of e-Governance Training Centre at SAT, Takyel ▪ E-payment/Payment Gateway Integration ▪ IT Promotion Scheme ▪ Store and Stock
11.	Shri N. Ashakiran Singh Informatics Officer	<ul style="list-style-type: none"> ▪ State Data Centre ▪ Cyber Security
12.	Miss. Th Geetarani Devi Informatics Officer	<ul style="list-style-type: none"> ▪ MPSC Online ▪ e-Cabinet ▪ New e-Governance Projects
13.	Shri. Ksh. Chittaranjan Singh Informatics Officer	<ul style="list-style-type: none"> ▪ Attached with office of Commissioner (IT)
14.	Shri Kh. Playtoni Meitei Informatics Officer	<ul style="list-style-type: none"> ▪ ESDM/Establishment of Electronic Assembling ▪ IT related Patent ▪ Cyber Security
15.	Shri Lupesh Khaidem Informatics Officer	<ul style="list-style-type: none"> ▪ E-District ▪ Preparation and Evaluation of DPR, RFP, Contract Agreements/SLA
16.	Shri Konsam Vivek Meitei Informatics Officer	<ul style="list-style-type: none"> ▪ IIIT ▪ IT Industry related Trainings
17.	Shri Malsom Singson Informatics Officer	<ul style="list-style-type: none"> ▪ Assessment of Websites of Government of Manipur and Departments
18.	Smt. S. Laijalembi Accountant	<ul style="list-style-type: none"> ▪ All matters related to Accounts ▪ Maintenance of Expenditure Register ▪ Preparation of Bills ▪ Cashier ▪ Audit
19.	Smt. N. Binodini Devi Office Assistant	<ul style="list-style-type: none"> ▪ Preparation of Bills ▪ Matters related to Accounts ▪ Annual Increment ▪ Monthly return of House Rent/ Allocation of Government Quarter

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20.	Smt. Asem Memi Devi Office Assistant	<ul style="list-style-type: none"> ▪ Matters related to Establishment and General Administration ▪ Assembly /Parliament questions/ Audit ▪ Casual Leave Account ▪ Receipt and Dispatch of Dak / Files (DIT) ▪ Document Management System (MSITS) ▪ Miscellaneous Correspondence/ Staff Circulars
21.	Smt. Reema Mutum Office Assistant	<ul style="list-style-type: none"> • Pension/Gratuity/Group Insurance Employees Scheme/NPS ▪ Receipt and Dispatch of Dak / Files (MSITS) • Document Management System (MSITS)
22.	Smt. S. Olempic Chanu Office Assistant	<ul style="list-style-type: none"> • TA/ Medical Re-imbusement • Assessment of Websites • Plan / Budget • Vigilance /Court Case/ Disciplinary Action • Service Matters including maintenance of ACRs • Service Book/Earned Leave
23.	Shri Th. Somorjit Singh Office Assistant	<ul style="list-style-type: none"> ▪ Attached with Chief Secretary
24.	Shri James Kamei Office Assistant	<ul style="list-style-type: none"> ▪ Attached with Additional Director

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(N. Deben)
Additional Director (IT)

Copy to:

1. Special Secretary to Hon'ble Chief Minister, Manipur (i/c Information Technology)
2. Commissioner (IT), Government of Manipur
3. All Concerned Officers/Officials
4. Relevant File
5. Guard File