

**GOVERNMENT OF MANIPUR
DIRECTORATE OF INFORMATION TECHNOLOGY**

O R D E R S

Imphal, the 4th April, 2018

No: 4/1/2010 - DIT (Pt) : In partial modification of this office order of even number dated 24th July, 2017, the allocation of works/schemes/programmes amongst Officers/Officials of Directorate of Information Technology and Communication, Government of Manipur is as below until further orders:

Sl. No.	Overall in-charge Officer	Work/ Scheme Incharge	Works/Schemes/Programmes	Link Officer
1	Shri Nambam Deben, Additional Director (Link Officer: Shri Gurumayum Robert Sharma, Deputy Director)	Md. Zunab Ali, Informatics Officer/ DDO	i. All accounts related matters ii. Audit iii. Court cases iv. Matter related to procurement in GEM (Paying Officer/DDO in GEM (DIT)) v. Store & Stock	Shri. Md. Habibur Rahaman, Informatics Officer.
		Shri. Martha Khuman, Informatics Officer.	i. SWAN ii. NOFN iii. Wireless network iv. All communication related activities v. e-Office vi. CCTNS	Shri Kh.Playtoni Meetei, Informatics Officer.
		Shri. Md. Habibur Rahaman, Informatics Officer.	i. Matter related to Account General ii. Conversion of AC bill to DC bill iii. Encashment Permission iv. Annual Administrative report v. Assembly/Parliament matter vi. Matter related to Implementation of GEM & it's Training	Md. Zunab Ali, Informatics Officer
		Smt. L. Satyabati Devi, Informatics Officer.	i. Capacity Building & e-governance related training ii. Matter related to SeMT iii. Governor's Address iv. NEC & Monthly scheme Progress report. v. IT industry & related training.	Shri N. Kejit Singh, Informatics Officer.
		Smt. L.Meena Devi, Informatics Officer.	i. Common Service Centre.	Shri. Konsam Vivek Meitei, Informatics Officer.



Sl. No.	Overall In-charge Officer	Work/ Scheme Incharge	Works/Schemes/Programmes	Link Officer
		Shri Kh.Playtoni Meetei, Informatics Officer.	<ul style="list-style-type: none"> i. Attached to MIDA ii. ESDM/Establishment of Electronic Assembling iii. IT Patent iv. Cyber security unit v. Research & analysis unit. vi. Matter related to implementation of RedMine app & related activities. (meeyam gi numit/grievance cell) vii. Implementation & maintenance of e-leave through Redmine viii. Integration of Grievance cell with CPGRAMS 	Shri. Martha Khuman, Informatics Officer.
		Shri. Konsam Vivek Meitei, Informatics Officer.	<ul style="list-style-type: none"> i. IIIT ii. Digi-goan iii. Matter related to Implementation of GEM & its Training. iv. Matter related to implementation of RedMine app & related activities. (meeyam gi numit/grievance cell) 	Shri. Herojit Sanjenbam, Informatics Officer.
		Smt. S Lajjalembi, Accountant	<ul style="list-style-type: none"> i.All matters related to accounts (MSITS) ii.Maintenance of Expenditure register (MSITS) iii.Preparation of Bill (MSITS) iv.Cashier (MSITS) v.Audit (MSITS) vi.Filing of e-TDS Statement (DIT) vii.Matter related to procurement in GEM {Paying Officer/DDO in GEM (MSITS)} 	Smt. N. Binodini Devi, Office Assistant
		Smt. Asem Memi Devi, Office Assistant	<ul style="list-style-type: none"> i.Attached to Additional Director (IT) for Record of file movement, Maintaining of tour record, Meeting Schedule etc. ii.Pension/Gratuity/ Group Insurance/ NPS/GPF iii.Assist in Encashment Sanction/ Permission iv.Assist in GEM Training. v.Any other miscellaneous work assigned by Officer incharge. 	Smt. Reema Mutum, Office Assistant
		Smt. N. Binodini Devi, Office Assistant	<ul style="list-style-type: none"> i.All Accounts related matters. ii.Vigilance/court cases iii.Preparation of Bill iv.Annual increment v.Monthly return of House Rent/Allocation of Government Quarter vi.Assist in Encashment Sanction/ Permission 	Smt. S Lajjalembi, Accountant

Sl. No.	Overall In-charge Officer	Work/Scheme Incharge	Works/Schemes/Programmes	Link Officer
2	Shri Gurumayum Robert Sharma, Deputy Director (Link Officer: Shri Nambam Deben, Additional Director)	Shri N. Kejit Singh, Informatics Officer.	i. Right to Information. ii. IT Promotion Scheme. iii. Preparation & evaluation of DPR, RFP, Contract agreement/SLA. iv. Cyber Security Units. v. Matter related to participation in State functions. vi. ICT of Digital India & related activities. vii. Maintenance of e-Governance Training centre at SAT. viii. Maintenance of website. ix. Work Programme of all projects/schemes.	Miss. Th Geetarani Devi, Informatics Officer.
		Shri Bikramjit Singh, Informatics Officer.	i. Matter related to coding/development/testing of application & software. ii. Cyber security Unit iii. Secretariat LAN, Biometric attendance. iv. Research & analysis unit. v. All initiatives/Project related to technology like block chain, IOT & AI. vi. Matter related to management & support of exit management of any application/e-services.	Shri. N. Ashakiran Singh, Informatics Officer.
		Shri. Y. Jateen Singh, Informatics Officer.	i. General Administration and establishment ii. Disciplinary Action iii. Service matter iv. Management & Maintenance of IT Park & related activities. v. Implementation of MyGOV. vi. Matter related to Planing dept, PLAN, Budget. vii. ICT of Digital India & related activities	Shri. Lupesh Khaidem, Informatics Officer.
		Shri. Herojit Sanjenbam, Informatics Officer.	i. ITSEZ ii. MIPDCO iii. Technical Appraisal iv. Matter related Implementation of GEM & Training. v. Matter related to procurement in GEM {Procurement Officer/Consignee in GEM (MSITS)} vi. Store & Stock	Shri. Y. Jateen Singh, Informatics Officer.
		Shri N. Ashakiran Singh, Informatics Officer.	i. State Data Centre ii. Cloud Implementation iii. IPv6 Implementation iv. Cyber security unit v. Research & analysis unit. vi. Matter related to management & support of exit management of any application/e-services.	Shri Bikramjit Singh, Informatics Officer.
		Miss. Th Geetarani Devi, Informatics Officer.	i. MPSC Online ii. e-Cabinet iii. e-Gazette iv. Grant in Aid to MSITS v. All existing & new initiatives and projects under GOI. vi. ICT of Digital India & related activities. vii. Matter related to procurement in GEM {Procurement Officer/Consignee in GEM (DIT)} viii. Research & analysis unit.	Smt. L.Meena Devi, Informatics Officer.

Sl. No.	Overall In-charge Officer	Work/Scheme Incharge	Works/ Schemes/ Programmes
	Shri. Lupesh Khaidem, Informatics Officer.	i. E-district and matters related to co-ordination with District Informatics Officer, Outsourced resources and related stake holders from the line Departments. ii. UMANG iii. RAS iv. e-Pramaan v. Matter related to implementation of GIS. vi. FindinManipur vii. Integration of Payment gateway.	Smt. L. Satyabati Devi, Informatics Officer.
	Smt. Reema Mutum, Office Assistant	i. Attached with Deputy Director (IT) for Record of file movement, Maintaining of tour record, Meeting Schedule etc. ii. TA/ Medical Re-imburement iii. Service Matters related to maintaining of ACR iv. Assist in Encashment Sanction/Permission v. Assist in GEM Training. vii. Any other miscellaneous work assigned by Officer incharge.	Smt. Asem Memi Devi, Office Assistant
	Smt. S. Olempic Chanu, Office Assistant	i. Attached with Director (IT) for Record of file movement, Maintaining of tour record, Meeting Schedule etc. ii. Receipt and dispatch of Dak/Files iii. Plan/Budget iv. General Administration and establishment v. Service book/earned leave/casual leave vi. Any other miscellaneous work assigned by Officer incharge.	Smt. Asem Memi Devi, Office Assistant.

- The Officer/Official in charge of Works/Schemes/Programmes shall submit files to the Director (IT) through the concerned Overall Officer in-charge.
- Leave shall be submitted to the Director (IT) after due recommendation from the Officer in charge through Redmine e-leave.
- Leave shall not be granted to an Officer and his/her Link Officer at the same time.
- Informatics Officers posted at District level shall report to concerned Deputy Commissioner/ DeGS Chairman as well as Director (IT). Leaves and service matters should be reported to Director (IT) through the concerned Deputy Commissioner/DeGS Chairman.

This issues with the approval of competent authority.


(Jaspreet Kaur)
Director (IT)

Imphal, the 4th April, 2018

Copy to:

- Secretary to Hon'ble Chief Minister, Manipur (i/c Information Technology)
- Secretary (IT), Government of Manipur
- All concerned Officer/Official
- Guard file.