Office Order

Sub: Distribution of work.

Consequent upon joining of Smt Julia Mohapatra as DDG, NICF Ghitorni, New Delhi on 13.09.2018, the Competent Authority has designated Smt Julia Mohapatra as DDG Training-I and Shri Devendra Kumar Nim as DDG Training–II and distributed the work between the DDGs as under:

<table>
<thead>
<tr>
<th>Work Allotted</th>
<th>DDG Training-I</th>
<th>DDG Training-II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Probationer's Training</td>
<td>1. Accounts &amp; Establishment</td>
<td></td>
</tr>
<tr>
<td>2. General Administration</td>
<td>2. Project</td>
<td></td>
</tr>
<tr>
<td>3. In-house Trainings excluding JA/AAO induction Training</td>
<td>3. MCT, Customised/DFFT Training including matters relating to ITU</td>
<td></td>
</tr>
<tr>
<td>4. MDPs</td>
<td>4. JA/AAO Induction Training</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officers Allotted</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sh. Ashish Dasgupta, ACAO</td>
<td>1. Sh. Anurag Srivastava, Director</td>
</tr>
<tr>
<td>2. Sh. M J Vyas, Sr. AO (Probationers Training including Course content &amp; Faculty Management), Pay &amp; Accounts Officer</td>
<td>2. Sh. R K Jain, ACAO (Establishment &amp; Project), MCTs/ Customised training, JA/AAO induction trainings at NICF, Ghitorni.</td>
</tr>
<tr>
<td>3. Sh. B P Tak, Sr. AO (Hostel Warden, General Administration including Building maintenance, NICF Security)</td>
<td>3. Smt. C S Mahajan, Sr. AO (DDO &amp; Procurement)</td>
</tr>
<tr>
<td>4. Sh. R K Sabata, AO (In-house Training including Course &amp; Faculty Management)</td>
<td>4. Sh. Ram Sanware, AO (JA/AAO induction training) at Ghaziabad</td>
</tr>
</tbody>
</table>

This issues with the approval of competent authority.

(Anurag Srivastava)
Director

Copy for information to : -
1. PPS to Member (F), DoT, Sanchar Bhawan, New Delhi
2. PPS to Advisor (F) DoT, Sanchar Bhawan, New Delhi
3. The DDG(E&T) DoT, Sanchar Bhawan, New Delhi
4. PS to DG/DDG, NICF, Ghitorni, New Delhi.
5. The Director (SEA), DoT, Sanchar Bhawan, New Delhi
6. Director, NICF, Ghitorni, New Delhi.
7. All officers NICF Ghitorni, New Delhi
8. Notice Board
9. Office Copy
Office Order

Subject: Distribution of Work

In continuation of the Office Order dated 28/09/2018 regarding posting of newly joined ACAO and Sr AO and distribution of work among them, the detailed work distribution among ACAO/Sr AOs and AOs will be as under:

Work Distribution among ACAOs/Sr AOs/AOs

AOs with DDG Training-I

(1) Shri M.J. Vyas, Sr AO (Probationers Training and P & AO)

(a) Probationary training of IP & TAFS Probationers including preparation of training schedule for in campus & out campus trainings of IP & TAFS Probationers.

(b) Pay & Accounts officer

(c) Maintenance of GPF Accounts on COMPACT and final payment authority on retirement of staff of NICF & ALTTC Ghaziabad.

(d) Dealing with all court cases pertaining to NICF.

(e) Work as faculty.

(f) Grievance cell

(g) Women Sexual Harassment Prevention cell
AAOs (1) Newly joined AAO on 08/10/2018 in place of Shri C.K. Salwan

(2) Shri Mohit Gupta

2. Shri B.P. Tak, Sr.AO (General Administration & Bank Reconciliation)

(a) General Administration of NICF which includes NICF campus maintenance, Electrical & Civil maintenance including DG sets, ACs, solar system, lawns

(b) Procurement of services relating to Annual Maintenance Contract of office equipment according to established rules & procedures and in accordance with GFR

(c) NICF security

(d) Hostel warden, In charge of mess facilities for probationers & in-charge of sports facilities of NICF

(e) Payments of electricity bills, water bills of NICF and other statutory payments if any

(f) Preparation of monthly Bank Reconciliation Statements

(g) Purchase upto Rs 25000/- in accordance with GFR,

(h) Purchase of Goods through LPC

(i) Protocol Officer including welcome & see off of external senior faculty.

AAO- Shri B.B. Joshi

(3) Shri R. K. Sabata, AO (Inhouse Trainings)

(a) Preparation of Course calendar for each year for inhouse trainings and workshops at NICF for officers of DoT/DoP and other departments and submission for approval

(b) Preparation of periodical report of training courses conducted in excel with details of course name, subject, faculty name and date and submission to DG for approval & further forwarding to DoT

[Signature]
8.10.10
(c) Dealing with inhouse training related correspondence/statements.

(d) RTI/ APIO

AAO-Newly joined AAO Shri Siddarth Gupta

AOs with DDG Training-II

1. Shri R. K. Jain, ACAO (Establishment & Project)

(a) All cases related to promotion, transfer/posting, recruitment including pay fixation, gradation, staff matters, official accommodation.

(b) Maintenance of Service books, Leave Accounts of officers, staff, probationers & maintenance of increment register, processing of leave cases.

(c) Maintenance of all ruling files on all relevant subjects and issue of office orders relating to all above issues of establishment.

(d) New building project of NICF including dealing with CPWD, BSES, Jal Board, DPCC, Forest, Wildlife etc.

(e) MCTs/Customised training including DFFT & matters relating to ITU

(f) Induction Training of AAO/JA/LDC/MTS etc at NICF Ghitorni and work as faculty

(g) Generation of APAR of staff of NICF and work relating to IT cell

(h) Purchase of services through LPC excluding AMC of office equipments in accordance with GFR

AAOs

1. Shri Amar Singh Gujjar

2. Newly joined AAO in place of Shri Madhukar Sharma
(2) Smt. C.S. Mahajan, Sr AO (DDO & Procurement)

(a) Drawing & Disbursing of salaries & other payments.

(b) Procurement of goods and services through GeM and tendering (open & limited)

(c) Processing & settlement of bills of supplies & contractors.

(d) Processing & settlement of personal claims and advances in respect of entire staff of NICF including probationers

(e) Processing of cases for preparation of I card / CGHS card / AMA facility / library card and issue of NOCs

(f) Telephone facilities & its related matters of staff & probationers

(g) Preparation of budget estimated / revised estimate/Final Grants

(h) Custodian of EMDS/PBGS/ contracts/Agreements etc.

(i) Processing of Pension cases.

(j) Maintenance of Asset Register & Stock register of goods Purchased.

(k) Work as Faculty.

AAOs

(1) Shri Kali pada Paul

(2) New AAO Ms Preeti

(3) Shri Ram Sanware, AO (Training) at NICF Ghaziabad

(a) Conducting of Induction training for AAO/JA/LDC etc. at NICF Ghaziabad

(b) Processing of Pension cases in respect of staff attached with ALTTC Ghaziabad and NICF Ghitorni/Ghaziabad

\[\text{Signature} \quad \text{G. 10.16}\]
© Any other work as entrusted by concerned DDG and DG

AAO- Shri R.K. Awasthi

Link Arrangement among ACAOs/Sr AOs/AOs

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name of the officer</th>
<th>Link Officer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri M. J. Vyas Sr AO (Prob. Training &amp; P&amp;AO)</td>
<td>Shri B. P. Tak (General Admin &amp; Bank Reconciliation)</td>
<td>&amp; Vice versa</td>
</tr>
<tr>
<td>2.</td>
<td>Shri R. K. Jain, ACAO (Project &amp; Establishment)</td>
<td>Smt. C. S. Mahajan Sr AO (DDO &amp; Procurement)</td>
<td>&amp; Vice versa</td>
</tr>
<tr>
<td>3.</td>
<td>Shri R. K. Sabata, AO (Inhouse Training)</td>
<td>Shri Ram Sanware AO(AAO/JA/LD C Induction Training)</td>
<td>&amp; Vice versa</td>
</tr>
</tbody>
</table>

Apart from above, Shri Anurag Srivastava, Director will work as link officer to Shri Ashish Dasgupta, Deputy Director and vice versa. Shri Kalipada Paul, AAO, will also help Pay and Accounts Officer for one month in addition to his existing duties.

(Anurag Srivastava)

Director
Copy for information to:

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2. The Director, NICF, Ghitorni, New Delhi.
3. All officers of NICF Ghitorni, New Delhi.
4. Notice Board.
5. Office Copy