

MS(O&M) Section

Sl. No.	Name and Designation of the Officer	Allocation of Responsibilities/ Assignments	Reporting to (Name and Designation of officer)	Assisted by (Name and Designation of officer)	Remarks
1.	2.	3	4	5	6
1.	Shri Shobhendra Bahadur, Dir.	Overseeing observance of Organizational and paper management aspects in respect of MeitY. All matters relating to MS(O&M) in MeitY and its Attached Offices and other constituents units under the control of MeitY	AS(Pers.)	Shri P.V. Albuquerque, Deputy Secretary	
2.	Shri P.V. Albuquerque, DS	All matters relating to MS (O&M) in MeitY and its Attached Offices and other constituents' units under the control of MeitY.	Shri Shobhendra Bahadur, Dir.	Smt. Neena Talwar, SO	
3.	Smt. Neena Talwar, SO	<ol style="list-style-type: none"> 1) The matters related to Allocation of Business Rules. 2) Allocation of work to MOS(E&IT) with the approval of MEIT. 3) Allocation of functional responsibilities of MeitY to AS/JS and GCs and HODs. 4) The matters related to Delegation of Financial and Administrative Powers in MeitY. 5) Coordination and consolidation of Quarterly "Executive Summary for Secretary" on important administrative issues pertaining to Personnel, Admin., Vigilance, Public Grievances, Finance, Parliament matters and MPs/VIPs reference etc. 6) Tendering advice to Sections in MeitY on MS(O&M) aspects and Interpretation of various provisions of MOP, simplification of Rules/Procedures. 7) Drawing/updation of various Organizational Charts and background material in respect of MeitY and displaying the same on the website of MeitY under Rule 4(1)(b) of RTI Act, 2005. 8) Annual O&M inspection of all the section of MeitY including its Attached and Subordinate Offices. 9) Other matters as assigned by the Superior officers. 	Shri P.V. Albuquerque, DS	<ol style="list-style-type: none"> 1. Sh. Abhishek Jha, SSA 2. Shri Jay Singh, Personal Assistant (Hindi) 	

Neena Talwar
(Neena Talwar)
Section Officer