

ERNET India
Duties of Officer's & Employees

1	<p>Mrs. Geeta Kathpalia, Director General</p> <p>Head of ERNET India.</p>
2	<p>Mr. Meharban Singh, Sr. Director</p> <ol style="list-style-type: none"> 1. Consultancy in the area of LAN, WAN and Campus Wide Networking at Educational Research Institutions 2. Feasibility surveys related with projects on LAN, WAN and Campus Networking. 3. Design of LAN, WAN and Campus Wide Networks 4. Formulation of Tariff structure for ERNET services 5. Preparing and submitting proposals for Setting up turn key projects on LAN, WAN and Campus Wide Networking at Educational Research Institutions. 6. All activities related to training in the area of Computer Networking and its Security. 7. Conduct and coordination of training on Computer Networking and Security. 8. Interaction with our users all over the country regarding training in the area of networking and projects related with LAN, WAN and Campus Wide Networking.
3	<p>Mr. Gajanan Pimparkar, Sr. Director</p> <p>Looking after all activities of Special Projects and IoT National Policy.</p>
4.	<p>Mr. Arun Kumar Singh, Registrar & CPO</p> <ol style="list-style-type: none"> 1. All administrative matters of the society i.e., appointment on deputation basis and on contract basis, promotion cases, completion of probation period, cases of resignation etc. 2. Work relating to procurement of all technical/non-technical equipment required for ERNET India and also in connection with various projects like UGC, ICAR, IIT Madras, JNU, IIPA etc. 3. Preparation of agenda & Minutes of the Governing Council/Annual General Meeting of ERNET India. 4. Policy Matters 5. Liaisoning with DIT for building maintenance and security matters. 6. Release of Payment of telephone bills, medical reimbursement cases, tuition fee, newspaper bills and other bills for purchase matters. 7. Work relating to printing of Annual Report and other printing matters

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	<ol style="list-style-type: none"> 8. Matters relating to re-constitution of Executive Committee and Governing Council 9. Work relating to Stock Register and Asset Register 10. Work relating to codification of assets as per Asset Register 11. Signing of agreements with our PoPs and also signing of agreements in connection with providing connectivity to various institutions. 12. Work relating to FCS promotions of Group „A“ and below Group „A“ employees. 13. Authorized as one of the signatories to sign the cheques of the society. 14. CPIO
<p>5.</p>	<p>Mr. Vipin Aggrawal, Chief Finance Officer All financial matters of the society- (functions- as per Delegation of Power and Rule & Regulations)</p>
<p>6.</p>	<p>Mr. Praveen Misra, Senior Manager (Addl. Director)</p> <ol style="list-style-type: none"> 1. Domain Registration Services 2. DNS Services 3. Accessibility- Training, Digital Transformation, Project 4. Research Data Centre 5. Principal Investigator IPv6 Lab 6. Business Development and Solutions 7. Customer Assurance 8. Projects, Training and Consultancy
<p>7.</p>	<p>Mr. Avanindara Singh, Director Coordinating the activities of ERNET VSAT Hub which includes the following:</p> <ol style="list-style-type: none"> 1. Operation and maintenance activities of VSAT Hub and remote VSAT sites. 2. Upgradation of Technology as well as Infrastructure of Hub and VSATs. 3. Installation of New VSATs. 4. Management of Transponder space allocated to ERNET India by DoS and Carrier planning. 5. Traffic monitoring of VSATs and Gateway links. 6. Technical support to the users. 7. Preparing proposals for various projects such as CIC-VV, NVS Net etc.

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8.	<p>Dr. A. Pavanthan , Director, ERNET Bangalore Centre</p> <p>Looking after all activities of ERNET Bangalore Centre. Principal Investigator and Incharge of R&D projects in Bangalore.</p>
9.	<p>Ms. Nirmal Marwah, Senior Manager (Addl. Director)</p> <ol style="list-style-type: none">1. Administrations and Maintenance of Different Web servers.2. Administration and Maintenance of Different Websites hosted at ERNET India.3. Development and Maintenance of various website hosted at ERNET India4. Management of different projects under the group.
10.	<p>Ms. Tejal Tiwary , Manager (Joint Director)</p> <ol style="list-style-type: none">1. The Complete Domain Registration Procedure for registering the Domain under. ac.in, res.in and edu.in at under ERNET at as well as at NIXI.<ul style="list-style-type: none">• Domain Name Registration• Renewal of Domain• Modification of Domain2. Office Automation : Administration and Maintenance of LAN Servers, first level hardware and software support to LAN Servers, LAN Printer as well as LAN clients (more than 100 Nodes) and complete security of LAN as well as the various issues related to Office Automation
11.	<p>Ms. Dimple Bammi, Manager (Joint Director)</p> <p>Following are the duties being performed by her:</p> <ol style="list-style-type: none">a. Preparation of proposals for the prospective users.b. Coordination for shipment, installation and commissioning of new VSATs under various schemes.c. Coordination of activities with Hub.d. Supporting the VSAT users for resolving their problems and queries.e. Coordination with NOCC, DOT & WPC for monthly reports & payments.
12.	<p>Mr. Ranjan Kumar, Senior Manager (Addl. Director)</p> <p>Currently Deputed in MeitY.</p>

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13	<p>Mr. Anupam Srivastava, Senior Manager (Addl. Director)</p> <ol style="list-style-type: none">1. Providing technical support for Broadband, DAMA, SCPC VSAT connectivity problem, Firewall installation/configuration, video multicasting, network traffic/protocol analysis, LAN setup etc. at ERNET Hub, Bangalore and providing technical support for VSAT installation/connectivity problem at remote site.2. Coordination with VSNL, STPI, Bangalore, Bharti Reliance etc. for the installation of Internet Gateway at Cisco Gateway router and doing remotely configuration and monitoring of Gateway router and other Cisco routers at Hub, Bangalore.3. Handling Domain Name Registration for VSAT users and doing allocation of WAN and LAN IP addresses for VSAT users and providing technical support for LAN, Internet browsing, e-mail etc. problems of VSAT users <p>Posted under and duties assigned by Mr. Meharban Singh, Sr. Director</p>
14	<p>Mr. Arvind Sukhla, Senior Manager (Addl. Director)</p> <p>Posted under and duties assigned by Mr. Avanindra Singh, Director</p>
15	<p>Mr. Mohd. Owais , Senior Manager (Addl. Director)</p> <ol style="list-style-type: none">1. Managing terrestrial Network including Radio Links and Leased Line Links of ERNET India.2. Establishment of Terrestrial Links for ERNET India including coordinating with MTNL/BSNL and with other leased line provider.3. Co-ordinating with users for establishment of links under different schemes ERNET India like UGC Infonet, ICAR Net, AICTE Net and other users which are not covered under any schemes.4. Liaison with BSNL/MTNL for any link related with issues.5. Configuring Modems/routers to be sent to user sites.6. Sorting out of user account related problems.7. Co-ordinating with ERNET PoPs for Managing Terrestrial Networks.8. Terrestrial Network Operation: Looking after terrestrial network operation of ERNET. It also requires coordination with POPs for all operational need. Upgradation of Internet gateway bandwidth is also part of the operation.9. R & D Projects: Also involved in implementing R&D and Engineering projects being given by DIT.10. Planning for infrastructure: Also plan for upgradation of infrastructure to meet future requirements.
16	<p>Mr. Kishor Lala, Senior Manager (Addl. Director)</p> <p>Posted under and duties assigned by Mr. Gajanan Pimparkar, Sr. Director.</p>

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17	Mr. Naveen Choudhary, Manager Posted under and duties assigned by Mr. Gajanan Pimparkar, Sr. Director.
18	Mr. Sunil Mishra, Manager Posted under and duties assigned by Mr. Mohd. Owais , Senior Manager (Addl. Director).
19	Mr. Anirudh Kumar, Manager Posted under and duties assigned by Mr. Mohd. Owais , Senior Manager (Addl. Director).
20	Mr. Srikanth Mallepakula, Technical Assistant Posted under and duties assigned by Mr. Mohd. Owais , Senior Manager (Addl. Director).
21	Mr. Hari Krishna Atluri, Sr. Scientific Officer Posted under and duties assigned by Mr. A. Paventhan, Director.
22	Mr. R. Kesavan, Scientific Officer B Posted in ERNET Bangalore Centre
23	Ms. Meenakashi Rai Bhatia , Accounts Officer
24	Ms. Anju Rakheja, Section Officer <ol style="list-style-type: none">1. Maintenance of Imprest and petty/urgent expenditure out of imprest and purchase of items from open market;2. Purchase of furniture items and its payments;3. Arrangements for various meetings e.g. Booking of accommodation, refreshment, working lunch etc. including tea/coffee for staff members;4. Centralized Diary/Dispatch including courier service and its payments;5. Hiring of Taxi and release of payment thereto;6. Maintenance of Photocopies/Vending Machine and its consumption register etc. and release of payment thereto.7. Purchase of News Papers/Magazines and its payment;8. Maintenance of files;9. Purchase of stationery and Computer consumables and its payment;10. Matter relating to Printing of Stationery items such as Visiting Cards, Envelops, Letter heads, File covers etc.;11. Purchase of reference books for Personnel and Administration and its payment.

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25	<p>Mr. K. Subramanian, Assistant</p> <p>Looking after the General Administration work.</p>
26	<p>Ms. Leena Rajput, Section Officer</p> <p>To attend telephone calls Drafting letters and notes of routine nature. To maintain reminder dairy for bringing up cases on the stipulated days To maintain the filing system of the division. To maintain Management Information System(MIS) of users/debtors. Browsing general email account of section and sending reply to the emails. Preparation of list of users for half yearly returns and monthly statements for depositing service tax in Government treasury. Any other work assigned from time to time by my officer and senior colleagues. In addition to above I am maintaining personal files & engagements of my Reporting Officer.</p>
27	<p>Mr. Naveen Kumar Fagna, Assistant</p> <p>Posted under and duties assigned by Mr. Vipin Aggrawal, CFO</p>
28	<p>Ms. Jasvinder Kaur, Private Secretary</p> <ol style="list-style-type: none">1. Taking dictations and transcribing them2. Typing work3. Attending visitors and incoming and outgoing phone calls4. Handling the classified documents5. Keeping the record of engagements, meetings etc. and reminding the officer well in time.6. Keeping record of all the files / papers7. Maintaining personal file of the reporting officer8. Any other work assigned by reporting officer and senior colleagues from time to time

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29	Ms. Sunita Chawla, PA Working in the registrar office.
30	Mr. Anuj Sahani, Jr. Assistant Working in General Administration
31	Mr. Mohit Bansal, Assistant Working in Personnel Division
32	Mr. Roshan Bhimrao Patil, Assistant Posted under and duties assigned by Mr. Vipin Aggrawal, CFO
33	Mr. Naresh Radoliya, Personal Assistant Posted under and duties assigned by Mr. Gajanan Pimparkar, Sr. Director.