

ERNET India

Duties of Officer's & Employees

1.	Mr. Sanjeev Banzal Director General Head of ERNET India
2.	Shri Gajanan Pimparkar Senior Director Group Coordinator: Emerging Technology and ICT&CB division Group Activities: Data Center related projects, Smart education related services, Office Automation, Software Development, International Co-operation, Internet Resource Management, Domain Registration, Cyber Security & Cyber Forensics, ISO Implementation, Capacity Building etc. <ul style="list-style-type: none">▪ Overall responsibilities of the Group's activities towards technical, financial and other manageable issues.▪ New Initiatives/ICT project proposals utilizing emerging technologies.▪ Reviewing and supporting all ongoing project activities.▪ Exploring newer opportunities and developing newer concepts to help identify core areas for future activities of ERNET India.▪ Preparation of Annual plan, Annual Report, Performance Budget, technical presentation & inputs related to EC & GC meetings.▪ Initiatives towards Skilling & Capacity building in emerging technologies.▪ Related work & Misc. work as assigned by competent authority from time to time.
3.	Dr. A. Paventhan Senior Director Head of Division : R & D <ul style="list-style-type: none">▪ Collaborative R&D projects in the domain of Internet of Things (IoT), Tactile Internet, LiFi/ Visible Light Communication, Cyber Security and Quantum Communication/ Quantum Internet;▪ In-charge of project activities of the ERNET regional centres of Chennai and Bangalore
4.	Shri Avanindra Singh Director Head of Division : Networking Communication Division Activities: (Sectoral Network, Leased Line Activity, Campus Wi-Fi Network, VSAT Connectivity etc.) Managing the Networking Communication Division for its all activities.

5.	<p>Sh. Vipin Aggarwal Director (Finance) Head of Division: Finance</p> <p>Overall supervision relating to accounting and all other matters related to finance and accounts of the organisation. Responsibilities includes:</p> <ul style="list-style-type: none"> ▪ Timely preparation and auditing of Annual Financial Statements and thereafter convening F&A Committee meeting for recommendation of Annual Financial Statements for adoption by the Governing Council; ▪ Investment of surplus funds in line with the guidelines; from time to time; ▪ Direct & Indirect Tax related compliances; ▪ Ensuring financial propriety in the expenditure; ▪ Getting books of accounts audited by Statutory Auditors, Internal Auditors and C&AG (P&T) auditors and of their compliances; ▪ Sponsored Project related financial concurrences, project accounting, PFMS updation, issuance of UC etc.; ▪ Payment of pay & allowances etc.; and ▪ Member of various committees constituted from time to time.
6.	<p>Shri Arun Kumar Singh, Registrar & Director (P&A) Head of Division: Personnel & Administration</p> <p>Overall supervision of Personnel/Administrative& HR matters relating to all Officers/Staff of ERNET India (EI). Responsibilities involve but not limited to the following:</p> <ul style="list-style-type: none"> ▪ Manpower Planning; ▪ APARs custodian; ▪ Coordinating EC & GC and other High Level Committee Meetings; ▪ Statutory compliances and Court Cases; ▪ Coordination and communication of Parliamentary Questions and VIP replies; ▪ RTI matters; ▪ Public Grievances; ▪ Coordination in preparing and printing of Annual Report; ▪ Supervising Tendering Process; ▪ Procurement of Technical & Non tech. items through GeM; and ▪ Coordinating Rajbhasha matters.

7.	<p>Shri Kishor Lala Director Head of Division: ICT & Capacity Building (ICT&CB) Division</p> <ul style="list-style-type: none"> ▪ Data Center Project: Phase-II Stage 2 – Supervision, Implementation and O&M of MPLS Connectivity and Remote Sites. ▪ Supervision of Domain Registration Services and Office Automation. ▪ Submission of new initiatives/concept/ project proposals in area of ICT/ Connectivity/Smart Classrooms/Software Development/ Capacity building. ▪ Exploring newer opportunities and developing newer concepts to help identify core areas for future activities of ERNET India. ▪ To assist in preparation of Annual plan, Annual Report, Performance Budget, technical presentation & inputs related to EC & GC meetings. <p>Any other work assigned by Group Coordinator (GC) from time to time.</p>
8.	<p>Shri Ranjan Kumar CISO & Additional Director Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ CISO related activities. ▪ Internet Resource Management including management of MyAPNIC portal. ▪ APAN Membership, APNIC Membership, Fellowships and other international matters & industry collaboration. ▪ ISO 27001:2022 Implementation in ERNET India. ▪ Coordination on Cyber/Information Security matters with all Ministries/ Departments/agencies like CERT-In, MHA, NSCS, DRDO, NCIIPC etc. ▪ New project proposals in Cyber Security & Cyber forensics. ▪ Preparation of Annual plan, Annual Report, technical presentation & inputs related to Cyber Security. <p>Any other work assigned by Group Coordinator (GC) from time to time.</p>
9.	<p>Shri Anupam Srivastava Sr. Manager Networking Communication Division</p> <p>Section: Campus Network with WiFi technologies</p> <ul style="list-style-type: none"> ▪ Campus Network with WiFi technologies, etc ▪ Ongoing work of setting up of campus network at Patna University and maintenance services at NEHU Shilong, Osmania University Hyderabad, Utkal University Bhubaneswar; ▪ Expansion of work to increase user base/ improve revenue; ▪ Any other work given by HoD;

10.	<p>Shri Arvind Shukla Sr. Manager Networking Communication Division</p> <p>Section: Terrestrial WAN setup</p> <ul style="list-style-type: none"> ▪ Terrestrial / Leased Line Connectivity including Web, Mail, DNS, IP addresses, APAN, NIXI coordination, Cloud, Data Services and IT/ Network security; ▪ Coordination iro Central Public Procurement (CPP) Portal; ▪ Training on Networking, IT security, etc.; ▪ Expansion of above work to increase user base/ improve revenue; ▪ Any other work given by HoD; <p>Secondary: Work of VSAT Network, like regular work of DOS, Hub maintenance, Equipment purchase/ stock maintenance, disposal of obsolete items, any work given by HoD;</p>
11.	<p>Shri Mohd. Owais Additional Director ICT & Capacity Building (ICT&CB) Division</p> <ul style="list-style-type: none"> ▪ Data Center Project: Phase-II Stage 2– Implementation and O&M of MPLS Connectivity and Remote Sites. ▪ AVO related activities. ▪ Smart Education – Advance ICT such as Smart Virtual Classroom, ICT labs, STEM, AR/VR , personalized learning , English labs etc. ▪ Rate Contract and New project proposals based on the (iii) above. ▪ Any other tasks assigned by HoD from time to time.
12.	<p>Shri Naveen Choudhary Additional Director Emerging Technology Division</p> <ul style="list-style-type: none"> • Management of NEC's Tele-Education project. • New Proposals creation & prototype demonstrations to states w.r.t Smart Education Domain. • Planning and coordination for preparation of system Requirement Specifications, Floating of RFP, procuring and finally implementing the Data Center Projects. • Operation & Maintenance of Data Center Project: Phase-II Stage 2. • Involved in Newer initiatives/ concepts/proposal presentations at different forums. <p>Any other tasks assigned by HoD from time to time.</p>

13.	<p>Ms. Nirmal Marwah Additional Director ICT & Capacity Building (ICT&CB) Division</p> <ul style="list-style-type: none"> ▪ Office automation – HQ IT Infrastructure Management, e-Office, e-HRMS, UPS, EPBAX etc. ▪ Capacity Building programs in the area of emerging technologies including Cyber Security Awareness Program. ▪ Collaborative R&D other than Cyber Security. ▪ New project proposals based on the (ii) & (iii) above. ▪ Matters related to erstwhile NER project; WBL project. <p>Any other tasks assigned by HoD from time to time.</p>
14.	<p>Ms. Meenakshi Rai Bhatia Dy. CFO Finance Division</p> <ul style="list-style-type: none"> ▪ All the matters related to Salary of Regular, contractual employees and consultants including CPF, NPS, filing of Income Tax Return of CPF Trust, retrial benefits, pay fixation on joining/promotion, annual increment, pay arrears, personal claims, settlement of advances, investment declaration forms of employees, TDS deduction and 24Q Return and all other incidental matters; ▪ Examination of files/ proposal received from Admin. Division; ▪ Examination / financial concurrence of new proposals submitted to Finance Division; ▪ Member of committee constituted for the purpose of enhanced medical reimbursement; ▪ Other work assigned from time to time.
15.	<p>Ms. Dimple Bammi Additional Director Networking Communication Division</p> <p>Section: VSAT Network</p> <ul style="list-style-type: none"> ▪ All activities related to VSAT Network; ▪ Expansion of above work to increase user base /improve revenue; ▪ Any other work given by HoD; <p>Presently, acting as Assistant Vigilance Officer (AVO) to liaison with CVO in addition to her own duties.</p>

16.	<p>Ms. Tejal Tiwari Additional Director ICT and Capacity Building (ICT&CB) Division</p> <ul style="list-style-type: none"> ▪ Supervision, guidance and management of entire Domain registration services under ac.in, edu.in, res.in, विद्या . भारत, शिक्षा . भारत and शोध . भारत. ▪ Enhancement of domain services. ▪ Accessibility – DePwD project and new project. ▪ Software services – Development/deployment of the software application/ system. ▪ Project inputs related to Annual Plan, Annual Report. ▪ New initiative/ concept/ proposal presentations at different forum. <p>Any other work assigned by HoD from time to time.</p>
17.	<p>Shri Sunil Mishra Additional Director Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Planning and coordination for preparation of system Requirement Specifications, Floating of RFP, procuring and finally implementing the Data Center Projects. ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha. ▪ Submission of new initiatives/concept/project proposals in area of ICT/ Connectivity/ Emerging Technologies. <p>Any other tasks assigned by HoD from time to time.</p>
18.	<p>Shri Anirudh Kumar Additional Director Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Planning and coordination for preparation of system Requirement Specifications, Floating of RFP, procuring and finally implementing the Data Center Projects. ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha. ▪ Submission of new initiatives/concept/project proposals in area of ICT/ Connectivity/ Emerging Technologies. ▪ Operation & Maintenance of Data Center Project: Phase-II Stage 2. <p>Any other tasks assigned by HoD from time to time.k</p>

19.	<p>Shri Hari Krishna Atluri Manager R & D and Capacity Building Division</p> <ul style="list-style-type: none"> ▪ Carry out execution, Integration, evaluation and field-trials of R&D projects; ▪ Work on Hybrid LiFi-WiFi activities under Optical Wireless Communication project; ▪ Work on TSN testbed setup, OAM activities under Tactile Cyber-Physical System project; ▪ Contribution to ISEA training activities; and ▪ Administrative functions at Bangalore regional centre like tenders, procurements, payments, stock, imprest, land related etc.
20.	<p>Shri K.P. Subramanian Section Officer Personnel & Administration Division</p> <p>Supervising Administrative matters/ HR matters relating to recruitment of Contractual/Outsourced Manpower/All Officers/Staff of ERNET India. Responsibilities involves:</p> <ul style="list-style-type: none"> ▪ Disbursement of salary/ Payment to Vendors, ensure Statutory Compliances (ESI/PF/ Bonus, Min Wages etc); ▪ Settlement of personal claims e.g. medical, local TA, LTC, Newspaper etc.; ▪ Processing of Mobile bills, Internet, Data card of all employees; ▪ Recoup of Imprest of Regional Centers; ▪ Management of Sodexo card and coupons; ▪ Management of Tea/ Coffee, Water; ▪ Coordinating and organizing various meetings; ▪ Travel Desk (From Booking to Payment); ▪ Hiring of Taxies through GeM; ▪ Advertisement in Newspapers, Employment News etc.; ▪ Observance of important days namely International Day of Yoga, Swachh Bharat programs etc. including organizing competition and submission of report quarterly to MeitY; and ▪ Any other work assigned by Registrar & Director (P&A).

21.	<p>Shri R. Kesavan Sr. Scientific Officer R & D and Capacity Building Division</p> <ul style="list-style-type: none"> ▪ Carry out Integration, evaluation and field-trials of R&D projects; ▪ Work on outdoor LiFi activities under Optical Wireless Communication project; ▪ Support in DetNet methods over WAN activities under Tactile Cyber-Physical System project; ▪ Carryout training activities under ISEA-Ph-II; ▪ Administrative functions at Bangalore regional centre like tenders, procurements, payments, stock, imprest etc.
22.	<p>Ms. Jasvinder Kaur Private Secretary Office of DG</p> <p>Taking dictation and typing work; attending visitors and phone calls; updating DG on urgent matters; following up with officers on matters as per directions; handling emails and dak; fixing appointments and coordinating meetings; ensuring proper maintaining of diary & dispatch registers and filing in DG Section; and other works assigned by DG</p>

23.	<p>Ms. Leena Rajput Section Officer Finance Division</p> <ul style="list-style-type: none"> ▪ Verification of the financial proposals before submitting them to Dir (Finance); ▪ Issuance of invoices, debit notes, credit notes to the various users towards services provided by ERNET India; ▪ Reconciliation of debtors and creditors and follow-up with concerned divisions in ERNET India for their settlement; ▪ Handling correspondences with MeitY and other outside agencies; ▪ Processing appointment of Statutory Auditors, Internal Auditors, CPF Auditors & liaisoning with them for audit. Liaison; ▪ Liaisoning with P&T (C&AG) Auditors during P&T audit of ERNET India and doing coordination and follow-up with various divisions in ERNET India for replies to audit queries & observations and closure of Audit Report; ▪ Co-ordination for holding Finance & Accounts Committee meeting along with Preparation of agendas and minutes & their circulation to all members of the committee; ▪ Preparation of financial inputs for Executive Committee and Governing Council Meetings; ▪ Handling users' queries relating to payment/invoicing and facilitating their replies; ▪ Handling RTI matters related to Finance Division; ▪ Handling emails pertaining to Finance section and facilitating their replies; ▪ Member of various committees constituted from time to time; and ▪ Other work assigned from time to time. <p>Cross-Checking of :-</p> <ul style="list-style-type: none"> ▪ Cross-Checking of Pay bill of regular staff, contract staff on ERNET's roll and consultant; ▪ Cross-Checking of CPF and NPS related matters including CPF interest calculations, advance/ withdrawal from CPF/NPS, settlement on exit etc.; and ▪ Cross-Checking of financial part of Personnel matters viz. retiring benefits, pay fixation on joining/promotion, annual increment etc., payment & settlement of advances given to staff members etc.
24.	<p>Ms. Sunita Chawla Private Secretary Personnel & Administration Division</p> <ul style="list-style-type: none"> ▪ Handling telephone calls and keeping record of the selected calls; ▪ Maintain up-to date manual diary and dispatch registers; ▪ Updation of the RTI Portal as well as Public Grievances Portal; ▪ Bringing to the notice of the Reporting Officer any item of work that requires his immediate attention like Parliament Question, Letter/Instructions from VIPs and MOS Office, etc.;

	<ul style="list-style-type: none"> ▪ Maintenance of APARs of all regular staff; ▪ Issue Office Memorandum for APARs; ▪ Other official work like maintenance of official files, opening of new files, handling/operating emails, e-files, Guard File as well as any other work assigned from time to time by Section also; ▪ Provide complete secretarial support in terms of taking down dictation, transcription and typing the same in the best possible manner including other important nature of work; and ▪ Relieving the Officer of much of his routine work and generally assisting him in such a manner as he may direct.
25.	<p>Sh. Naveen Kumar Fagna Assistant Personnel & Administration Division</p> <ul style="list-style-type: none"> • Legal Coordination: Liaise with legal counsel on ongoing court cases and ensure timely processing and presentation of legal bills for payment. • Updating legal court cases on the LIMBS (Legal Information Management & Briefing System) portal for monitoring and compliance purposes. • Training Coordination: Facilitate and monitor the participation of officers and staff in various training programs and take necessary administrative actions. • Event Observance & Reporting: Organize and oversee observance of significant national initiatives such as International Day of Yoga, Swachh Bharat programs, and related competitions. Compile and submit quarterly reports to MeitY. • Coordination with DMRC: Manage interactions with DMRC officials for matters related to lease agreement renewals, bill payments, and land issues. • Payments of rentals for premises located in Chennai and Bangalore. • KIADB (Karnataka Industrial Areas Development Board) Issues with lease or land allotment payments-related matters. • Tender Committee Representation: Act as the Admin Division's representative on the Tender Committee. • Coordinating Hindi/Rajbhasha related matters. <p>Any other work assigned by Registrar & Director (P&A)</p> <p>Brief Description of Duties – Vigilance Division:</p> <ul style="list-style-type: none"> • Processing vigilance clearance for officers in connection with forwarding of applications and other official purposes. • Organizing vigilance-related meetings and ensuring proper documentation and follow-up actions. • Successfully organized Vigilance Awareness Week, including awareness activities and campaigns. • Preparing CTE Report/Agreed list/ODI List • Preparing and submitting Quarterly Performance Reports (QPR) on the Central Vigilance Commission (CVC) portal as per schedule. <p>Assisting in the management of surprise inspections and regular inspections conducted by the Chief Vigilance Officer ERNET India (CVO).</p> <ul style="list-style-type: none"> • Performing other vigilance-related tasks as assigned by the CVO. • Executing any additional work assigned by superiors in line with vigilance and administrative responsibilities

26.	<p>Shri Srikanth Mallepakula Scientific Officer Networking Communication Division Section: Terrestrial WAN setup</p> <ul style="list-style-type: none"> • All activities related to cloud operations and webhosting services • All activities related to email hosting services • All activities related to DNS services • All activities related to eduroam services • ERNET India's website maintenance and its content update. <p>Any other work assigned by HoD</p>
27.	<p>Shri Anuj Sahani Assistant Personnel & Administration Division</p> <p>General Administration Matters :-</p> <ul style="list-style-type: none"> ▪ Procurement of Technical & Non tech. items through GeM; ▪ Maintenance of office premises; ▪ Printing of Annual Report of ERNET India; ▪ Maintain records related to EMD and Bank Guarantees submitted by vendors; ▪ Prepare tender documents for purchase items for official use; ▪ Examine the files received from Technical division for issue of Purchase Order and release of payments and relates to draft tender documents; ▪ Maintain Purchase Order Register, file opening register, EMD register etc.; ▪ Assisting in coordination and organizing meeting of GC and EC and prepare minutes of the same; ▪ Assisting in laying of Annual Report in Both the houses of Parliament; ▪ Assisting in prepare inputs and review statement of ERNET India; ▪ Insurance of equipment provisioned at ERNET Delhi office; ▪ Overall coordination for disposal of obsolete items with ERNET stores; ▪ Overall coordination with teammates regarding tendering of hiring of manpower, release of payment etc.; ▪ Work as security officer of ERNET premises by maintaining Fire Alarm System, Public address system etc.; And ▪ Any other work assigned by Registrar & Director (P&A).
28.	<p>Ms. Pooja Kumari, Stenographer (English) Office of DG</p> <p>Taking dictations and typing work; maintaining diary and dispatch registers; filing; and any work assigned by Reporting Officer.</p>