

No.F.14-15/2012-13/CIET/ED/
Central Institute of Educational Technology
(N.C.E.R.T.)

September 21, 2016

ORDER

In modification of the earlier order dated 5.9.2016, the following changes has been made in the duties and responsibilities of Senior Engineer, Asstt Engineers and Technical Staff. The Assistant Engineers will be responsible for operation and maintenance of the specified areas and provide the technical facilities for the programme production and the other technical faculties required by the Council. They will also be responsible to upkeep the equipment in running order. The officials also have to comply the works assigned by the seniors as and when required. The name of the link officers is also mentioned. The assignment of duties in respective areas is shown as under:

A. Distribution of work of Engineering Division

| Names | Present Work Area |
|--|--|
| Mrs. Pushplata Kumar, Senior Engineer and Shri K.C. Dhawle, Assistant Engineer | <ul style="list-style-type: none">●E-PBX, AC-Window/Split, ICTs and Networking.●PA System, Conference Rooms, Special Events.●Festivals, Duplication, AMC.●Stores, Purchase, Renovation works, Condemnation.●Printing of Biometric attendance record. |
| Ms. Kunda Shamkuwar, Senior Engineer | <ul style="list-style-type: none">●Server and networking●Editing/capsulling/transmission/Conversion of different formats, Graphics, Preview●Stores, Purchase, Condemnation, AMC, Renovation |
| Shri Rajendra Kumar Assistant Engineer | <ul style="list-style-type: none">●Video Conference●EDUSAT Hub and network●RIE &SIETs Coordination●CPWD Coordination(Civil and Electrical)●Sub-station, AC Plant, Renovation work●Stores, Purchase, Condemnation, AMC |
| Sh. Upendernath, Assistant Engineer and Sh. S.S. Arora, Assistant Engineer | <ul style="list-style-type: none">●TV Studio-A and B●Maintenance of all A/V equipment●ENG, Sound studio●Stores, Purchase, Condemnation, AMC |
| Note: <ul style="list-style-type: none">●The Work shall be rotated on yearly basis●Staff management will be done by respective area Incharge | |

P.T.O.

B. Link Officers for the Major Operational Areas

| S.No. | Names and designation of the official | Linked Officers 1st | Linked Officer 2nd |
|--------------|--|---|---|
| 1. | Mrs. Pushplata Kumar Senior Engineer | Ms. Kunda Shamkuwar Senior Engineer | Shri Rajendra Kumar Assistant Engineer |
| 2. | Ms. Kunda Shamkuwar Senior Engineer | Mrs. Pushplata Kumar Senior Engineer | Shri M. Upendernath Assistant Engineer |
| 3. | Shri Rajendra Kumar Assistant Engineer | Ms. Kunda Shamkuwar Assistant Engineer | Mrs. Pushplata Kumar Senior Engineer |
| 4. | Shri M. Upendernath Assistant Engineer | Mrs. Pushplata Kumar Senior Engineer | Ms. Kunda Shamkuwar Assistant Engineer |
| 5. | Head, ED | Head, P&RD | Head, DICT |

The duties of the above staff may be changed as per the requirement.

The order will be in operation with immediate effect and till further order.

(Lal Singh)
Professor and Head, ED

Copy to :

1. Prof. A.P. Behera, Head, DICT and Incharge Joint Director, CIET
2. Dr. Kamlesh Rai, Head, P&RD
3. Mrs. Pushplata Kumar, Senior Engineer
4. Ms. Kunda Shamkuwar, Senior Engineer
5. Shri Rajendra Kumar, Assistant Engineer
6. Shri M. Upendernath, Assistant Engineer
7. Shri S.S. Arora, Assistant Engineer
8. Shri K.C. Dhawle, Assistant Engineer

Copy for information to :

1. PS to JD, CIET
2. Head, MPD
3. Head, PRD
4. Under Secretary, CIET
5. Accounts Officer, CIET

