



ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF GOVERNANCE REFORMS

ORDER

**Subject: Allocation of Projects/Work as on 10.04.2023**

In order to streamline the work allocation and smooth handling of Projects/works of the Directorate as well as the PSeGS, the reallocation of work/ duties is hereby ordered with immediate effect as under.

2. Officers In-Charge/ Project Managers (Indicated in Column 2) shall head the respective issues/ matters assisted by Officers/ Staff Indicated in Column 4. All may make note of the following:

**(i) Allocation of ADs:**

- a. As DoGR interacts with many ADs and Representatives of DoGR are nominated in many Committees of ADs, the Officers In-Charge/ Project Managers shall be the SPoC for ADs allotted to them in this Order, including all running/ past projects, if any. They may liaison, coordinate and attend meetings on behalf of DoGR and undertake routine/ day-to-day correspondence with the ADs at their own level.
- b. Officers In-Charge/ Project Managers may make note that the mandate of the DoGR, as per Allocation of Business Rules, is to provide *“technical advice to all Departments on adoption of suitable Information Technology Systems”*. As such, the scope of the advice is limited to the mandate given and other aspects such as the need and utility of project, compliance of statutory provisions, quantum of expenditure to be incurred, availability of budget etc. are the subject matter of the AD concerned.

**(ii) Internal Technical Committee (ITC):**

- a. In case of any issue requiring joint deliberation, it may be considered by the ITC.
- b. It shall consist of:
  - i. At least 2 Officers In-Charge/ Project Managers (including the one to whom the Subject is allotted).
  - ii. Representative of Finance – ACFA / FO (as the case may be).
  - iii. Representative of HR - (*If any HR/Staff issues involved*).
  - iv. Law Officer (*If any legal issues involved*).

**(iii) Movement of Files/ Matters:**

- a. All matters having financial implications shall be routed through Officer In-Charge of Finance in DGR/ PSeGS – ACFA/ Finance Officer.
- b. All HR/ Staff matters such as hiring, posting, re-designation etc. shall be routed through Officer In-Charge of HR issues in DGR/ PSeGS.
- c. In exceptional circumstances, such discussion can be had over phone and the same recorded on file before being put up for consideration of the Competent Authority.

#	Officer	Projects/Work Allocated	Assisted by:
1.	Sh. Sumeet Garg, SSM	<ol style="list-style-type: none"> <li>1. Establishment matters of DoGR</li> <li>2. Coordination with ADs/ Attached Offices/ Commissions</li> <li>3. MoA, Rules and Conducting of Meetings of EC &amp; BoG, PSeGS</li> <li>4. Nodal Officer for interaction with NIC</li> <li>5. Government Websites &amp; Portals</li> <li>6. HRMS</li> <li>7. Anti-Corruption Action Line</li> <li>8. UID Project</li> <li>9. Any residual matter, not specifically assigned to any Officer In-Charge/ Project Manager. May re-assign to another PM, if needed.</li> </ol> <p><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Finance</li> <li>3. Personnel</li> <li>4. General Administration</li> <li>5. Industries and Commerce</li> <li>6. Planning</li> <li>7. Vigilance</li> <li>8. Cooperation</li> <li>9. Higher Education</li> <li>10. Food, Civil Supplies and Consumer Affairs</li> <li>11. Information and Public Relation</li> </ol>	<p><b><u>Technical Team</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Gurleen Singh, MPR</li> <li>2. Ms. Vimisha, TA</li> <li>3. Ms. Kamini Goyal, TA</li> </ol> <p><b><u>Admin &amp; Misc. Matters</u></b></p> <ol style="list-style-type: none"> <li>4. Sh. Swaran Singh, ADO</li> <li>5. Sh. Gurjinder Singh (DEO)</li> <li>6. Sh. Puneet Kumar (DEO)</li> <li>7. Sh. Rupanpreet (DEO)</li> <li>8. Sh. Mahesh Kumar (DEO)</li> </ol>
2.	Sh. Manuj Syal, SM	<ol style="list-style-type: none"> <li>1. State Data Centre</li> <li>2. PAWAN &amp; All Other Network Issues</li> <li>3. Cyber Security</li> <li>4. BharatNet</li> </ol> <p><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>1. Excise and Taxation</li> <li>2. Animal Husbandry, Dairy Development and Fisheries</li> <li>3. Housing and Urban Development</li> <li>4. Forest and Wildlife Preservation</li> <li>5. Horticulture</li> <li>6. Printing and Stationery</li> <li>7. Program Implementation</li> <li>8. Science, Technology &amp; Environment</li> <li>9. Soil &amp; Water Conservation</li> </ol>	<p><b><u>Technical Team</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Sunil Sharma, Technical PM, PAWAN</li> <li>2. Sh. Saroj Panday, Sr. Consultant, SeMT</li> <li>3. Sh. Sourav Dadhwal, Consultant</li> <li>4. Sh. Manohar Lal (DTC)</li> <li>5. Sh. Anshu Rabra (TA)</li> <li>6. Sh. Gursimran Singh (TE)</li> <li>7. Sh. Amandeep (TE)</li> </ol> <p><b><u>Districts</u></b></p> <p>PAWAN Engineers</p>

#	Officer	Projects/Work Allocated	Assisted by:
3	Sh. Gagandeep, SM	<ol style="list-style-type: none"> <li>1. E-Office</li> <li>2. GeM/ GePNIC</li> <li>3. Technical Sanctions &amp; Procurement Issues of other ADs</li> <li>4. Policies relating to IT Equipment such as Laptop, IT Acquisition &amp; Disposal etc.</li> <li>5. State E-Procurement Portal (DPPE)</li> <li>6. E-Waste</li> <li>7. NeVA and Vidhan Sabha matters</li> <li>8. Cloud Infrastructure</li> <li>9. IFMS/ IWDMS</li> <li>10. SMS Gateway</li> </ol> <p><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>1. Elections</li> <li>2. Investment Promotion</li> <li>3. Labour</li> <li>4. Legal and Legislative Affairs</li> <li>5. New &amp; Renewable Energy Sources</li> <li>6. Parliamentary Affairs</li> <li>7. Rural Development and Panchayats</li> <li>8. Water Resources and Mines</li> <li>9. NRI Affairs</li> </ol>	<p><b><u>Cloud/ Elections/ RTI, SMS Gateway</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Anwar, AM</li> <li>2. Sh. Gurjeet Singh, (TA)</li> <li>3. Sh. Neeraj Kumar (Clerk)</li> <li>4. Ms. Harpreet Kaur (Clerk)</li> </ol> <p><b><u>Procurement &amp; other Team</u></b></p> <ol style="list-style-type: none"> <li>5. Ms. Radhika (BA)</li> <li>6. Sh. Manpreet Singh (TOE)</li> <li>7. Sh. Gurpreet Singh (Clerk)</li> <li>8. E-Office Team</li> </ol>
5.	Sh. Vinesh Gautam, GM (Technical)	<ol style="list-style-type: none"> <li>1. Citizen Service Delivery including Sewa Kendras/ Suwidha/ Sukhmani, CSCs etc.</li> <li>2. BPR</li> <li>3. Software Cell</li> <li>4. e-District and SSDG</li> <li>5. NeSDA</li> <li>6. GR branches in Districts</li> <li>7. BFAIR project</li> </ol> <p><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>1. Social Justice, Empowerment and Minorities</li> <li>2. Social Security and Development of Women and Children</li> <li>3. School Education</li> <li>4. Medical Education and Research</li> <li>5. Technical Education</li> <li>6. Home Affairs and Justice</li> <li>7. Local Government</li> <li>8. Power</li> <li>9. Health and Family Welfare</li> <li>10. Revenue, Rehabilitation &amp; Disaster and Industrial Management</li> <li>11. Transport</li> </ol>	<ol style="list-style-type: none"> <li>1. Sh. Prabhakar Singh, (DGM)</li> <li>2. Sh. Ranbir Singh, SM (PSeGS)</li> <li>3. Sh. Navgeet Singh (DTC)</li> <li>4. Software Team</li> <li>5. Sh. Mohit (The/Nudge)</li> <li>6. Sh. Vikram Sharma (BA)</li> <li>7. Sh. Sukhwinder Singh, (BA)</li> <li>8. Smt. Ashima, BA</li> <li>9. Ms. Suman Bala (TA)</li> <li>10. Sh. Daler Singh, (DEO)</li> <li>11. Ms. Rupinder Kaur (DEO)</li> <li>12. DTCs, DITMs, ADITMs and other officials deputed at DC offices</li> </ol>

#	Officer	Projects/Work Allocated	Assisted by:
4	<b>Sh. Jatinder Pal Singh, ACFA</b>	<ol style="list-style-type: none"> <li>All financial matters related to FD/ Treasury</li> <li>Taxation Issues</li> <li>GPF</li> <li>Audit/ Audit Paras</li> <li>Budget</li> <li>All files seeking funds from FD/ State Budget shall be routed through ACFA</li> </ol>	<ol style="list-style-type: none"> <li>Sh. Ravinder Saini, (Sr. Assistant) (APIO under RTI)</li> <li>Sh. Gurvinder Singh (Clerk)</li> <li>Ms. Manpreet Kaur (DEO)</li> <li>Ms. Jaswinder Kaur, (DEO)</li> </ol>
6.	<b>Sh. Jaswinder Singh, Head SeMT</b>	<ol style="list-style-type: none"> <li>Coordination with Gol</li> <li>Matters related to Gol (DARPG/ MeITY/ Digilocker etc.)</li> <li>SeMT</li> <li>PGRS</li> <li>1100 Helpline</li> <li>RTI Portal</li> <li>Social Media (DGR/PSeGS)</li> <li>GIS Tool/Software</li> <li>Payment Gateway</li> <li>Digital Punjab Project</li> <li>CM Dashboard</li> </ol> <p><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>Employment Generation and Training</li> <li>Sports and Youth Services</li> <li>Tourism</li> <li>Welfare of Freedom Fighters</li> <li>Defense Services Welfare</li> <li>Civil Aviation</li> <li>Public Works</li> <li>Any other department which is not allocated to others Project Manager</li> </ol>	<ol style="list-style-type: none"> <li>Sh. Sree Subhash Koganti, Sr. Consultant, SeMT</li> <li>Ms. Naina Sharma MPR</li> <li>Ms. Richa Sharma, TA</li> <li>Sh. Abhishek (TA)</li> <li>SeMT administrative matters</li> </ol>
7.	<b>Sh. Subhash Sharma, Manager (HR)</b>	<ol style="list-style-type: none"> <li>All establishment/ HR matters of PSeGS</li> <li>Manpower Outsourcing Agencies/ Service Providers</li> <li>Training &amp; Capacity Building</li> </ol>	<ol style="list-style-type: none"> <li>Ms. Taruna Sharma, (DyMgr)</li> <li>Ms. Isha (TA)</li> <li>Sh. Rishabh, (DEO)</li> <li>Sh. Gurbax Singh, (DEO)</li> <li>Ms. Madhu Sharma, (DEO)</li> </ol>
8	<b>Sh. Charanjit Singh, Finance Officer</b>	<ol style="list-style-type: none"> <li>All Finance &amp; Account matters of PSeGS including Projects - present/ past</li> <li>Taxation matters of PSeGS</li> </ol>	<ol style="list-style-type: none"> <li>Ms. Kamalpreet Kaur (Sr. Accountant)</li> <li>Sh. Rishikant Sharma (Sr.</li> </ol>

#	Officer	Projects/Work Allocated	Assisted by:
		3. Drawing and Disbursing Officer for PSeGS. 4. Audit paras of PSeGS 5. Maintenance of Building(s) including rental, electricity, water supply, security, and repairs etc. 6. Management of Vehicles 7. Management of Stores - Procurement/ Inventory/ AMC (IT / non-IT) for DoGR/ PSeGS or provided to CMO, CSO, GRM etc. by DoGR/ PSeGS.	Asstt Accounts) 3. Ms. Jyoti, Account Assistant 4. Ms. Binny Dhiman, Account Assistant 5. Sh. NK Sharma, Caretaker 6. Sh. Vishal Dhiman (DEO) 7. Sh. Kulwant Singh, Electrician 8. Sh. Simranjeet Singh (DEO)
9	<b>Sh. Mayank Lodha, Lead Governance</b>	1. Punjab Good Governance Fellowship 2. World Bank Project (DLIs) 3. State Data Policy 4. iFIX Project 5. Liaising with ISB/ World Bank/ Others External Agencies.	1. All Governance Fellows and District Development Fellows shall report to Lead Governance 2. The files in respect of World Bank, iFIX, State Data Policy to be moved through SSM. 3. The files relating to PGGF Programme (HR Matters) to be moved through HR.
10	<b>Ms. Prabhjeet Kaur, Law Officer</b>	1. All legal matters related to PSeGS and DGR. 2. Contractual matters of Projects and SLAs	Sh. Gurvinder Singh, LA

**Note:**

1. Sh. Anwar, AM shall be PIO under RTI Act in addition to his other duties.
2. Ms. Amandeep Kaur, ToE, shall continue to be attached with DGR & CEO, PSeGS in addition to her duties in the Software Cell.

  
 (Girish Dayalan, IAS)  
 DIRECTOR &  
 CEO, PSEGS

Endst. No E-250133/Work\_dist/2856-2857

Date: 10.04.2023

A copy of above is forwarded to the following for information and necessary actions:

1. Principal Secretary, Governance Reforms
2. All Concerned for immediate compliance

  
 (Girish Dayalan, IAS)  
 DIRECTOR &  
 CEO, PSEGS