

POWERS AND DUTIES

The Power and duties of Officers and Employees have been divided into two categories namely Administrative posts and Technical Posts.

Director General, NIC

Technical Responsibilities :

Management, Vision and Direction in overall functioning and delivery of NIC services towards achievement of its goals. Coordination of the functioning and management of the National Informatics Centre and its Computer Communication Network NICNET connecting all the State capitals and districts with high speed Terrestrial Leased Lines, more than 2000 high speed VSATs, Wireless last mile connectivity within cities/ towns and Local Area Networks in several Secretariat buildings and around 400 Video Conferencing Studios in all State capitals, many districts and most of the Ministries. Over the Network, several thousand Databases are housed to service applications Software Packages developed by NIC. The utilization of such an infrastructure and facilities by users in the Government, Public Sectors and Promotional Applications of National importance approved by the Government, are serviced through Sectoral Divisions at Delhi- one unit in each Ministry/Department, 35 State/UT Centres located in respective State Secretariats, 600 NIC District Centres. Setting up and upgradation of State-of-the-Art Storage Area Network (SAN) infrastructure at NIC Headquarters and at all major NIC State Centres, Disaster Recovery Centre at Hyderabad, ensuring quality and standard, capacity building of Government officials and NIC staff, implementation of turn-key IT projects.

Administrative Responsibilities :

1. DG is the Administrative Head of NIC.
2. As Head of Department of NIC, discharges financial and administrative responsibilities within the ambit of the delegated powers.
3. Coordinate as Chairman, the management and operation of the National Centre for Trade Information, a Section-25 Company set up jointly by the National Informatics Centre and the India Trade Promotion Organisation.

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Technical Posts

There are prescribed powers and duties for all the levels of Technical Officers/Employees.

Group Heads : Scientist-G (Deputy Director General) / Scientist-F (Senior Technical Director)

Coordination of formulation, development and Implementation of specialized Software projects for e-governance throughout the country. Carrying out projects of national importance such as Driving License, Vehicle License, Passports, Land Records etc., The Officers will also be responsible for VSAT based Network upto the Block Level and undertake field visits for technical study and evaluation for successful implementation of the Project. The officers are required to coordinate continuously in the systems study, interaction for design, development and Implementation of MIS in the respective sectors assigned from time to time. Design and give guidance on preparation of specialised training modules for NIC Staff and other Ministries. As Head of Group or Division exercise overall control on scientific, technical activities of the Group of Division relating to the Project Management & Monitoring, Expert Systems, Data Base Management, Management Information Systems, System Software Design, Computer Maintenance Management disciplines. Responsible for formulation, planning, implementation, co-ordination and supervision of the R&D activities and the service activities of the division under his responsibility. Planning & implementing mission mode responsibilities in a time bound manner. In general, giving leadership and innovative thrust for all technical and field level activities falling within the charter of responsibilities given from time to time.

Scientist-E (Technical Director)

Senior level technical specialist in the Govt.of India in one or more of the following computer disciplines; network(LAN/WAN),Systems Analysis, OR & Modelling, Simulation, Project Management & Monitoring, Expert Systems, Data Base Management, Management Information Systems, System Software Design, Computer Maintenance Management. As a Head of Division exercise overall control on Scientific and Technical activities of the Group of Division relating to the Project Management & Monitoring, Expert Systems, Data Base Management, Management Information Systems, System Software Design, Computer Maintenance Management. Responsible for

formulation, Planning, Implementation, Co-ordination and supervision of the R&D activities and the service activities of the division under his responsibility. Planning & implementing mission mode responsibilities in a time bound manner. In general, giving leadership and innovative thrust for all activities falling within the charter of responsibilities given from time to time. The Officers will also be responsible for VSAT based Network upto the Block Level and undertake field visits for research and technical study and evaluation for successful implementation of the Project.

Scientist-D (Principal Systems Analyst)

Leadership position with independent responsibility for promotion, planning, Design, Development and Implementation of Computer based Information Systems and decision support tools in the Government, Public and Service Sectors and associated service functions including training. The Officers required to undertake field visits for research and technical study and evaluation for successful implementation of the Project.

Scientist-C (Senior Systems Analyst)

Promotion, Planning, Design, Development and Implementation of Computerisation service of NIC to a Department of Government or an associated organisation including Design and Implementation of Computer Aided Information Systems, System Analysis and Software Development, Optimization and Modeling, Expert System Development, Managing Information Systems and Training. The Officers required to undertake field visits for successful implementation of the Project with reference to all technical aspects.

Scientist-B (Systems Analyst)

Promotion, Planning, Design, Development and Implementation of Computerisation service of NIC to a Department of Government or an associated organisation Development and Implementation of Information Systems, Expert Systems. The job also involves Managing Information Systems, Training, Maintenance and Hardware Support. The Officers required to undertake field visits for successful implementation of the Project with respect to all technical aspects.

Scientific Officer/Engineer-SB (Programmer/District Informatics Officer)

Development of Software tools and packages for various projects in the areas of MIS applications, RDBMS, Networks, Multimedia etc. The job will include interaction with

user organisations to design various Application products. The Officers required to undertake field visits for successful implementation of the Project with reference to all technical aspects.

Scientific/Technical Assistant-B (Programme Assistant/District Informatics Associate/Computer Operator)

Collection, Collation and processing of Information, NICNET operation, Assistance in Programming, Analysis and MIS support coordination of Users and other support functions.

Scientific/Technical Assistant-A (Programme Assistant/District Informatics Associate/Computer Operator/MTS)

Collection, Collation and processing of Information, NICNET operation, Assistance in Programming, Analysis and MIS support coordination of Users and other support functions.

Tradesman (DEO) and Tradesman (Tech)

Duties and responsibilities assigned by Head of Groups/Head of Divisions/State Informatics Centres from time to time in completing various tasks with reference to administrative data processing.

Administrative Posts

The powers and duties of officers and employees are as contained in the Central Secretariat Manual of Office Procedure issued by the Department of Personnel and Administrative Reforms of the Government of India.

Functions of various levels of functionaries :

Deputy Director General (Pers) – In-charge of Personnel Division of NIC. Over all coordination of functioning of Personnel Division.

Director (Pers) – In-charge of Personnel Division.

Deputy Director General (Admn) – In-charge of Administration Division of NIC. Over all coordination of functioning of Administration Division.

Director (Admn) – In-charge of Administration Division

Each Director is assisted by Joint Director/ Deputy Director and Section Officers.

Assistant Financial Adviser (AFA) – In-charge of Integrated Finance Section and Accounts Section. Deals with preparation of Budget Allocation in respect of NIC. Scrutinizes expenditure proposals within the delegated power of Director General, NIC; to watch and review the progress of expenditure against sanctioned budget. To ensure and timely submission of financial information to Department.

Vigilance Officer - Deals with Vigilance and Disciplinary matters in respect of officers of NIC. He is assisted by Assistant Vigilance Officer.

Senior Hindi Officer - Ensures that policies and programmes of Department Of Official Language (DOL) implemented in NIC. He/She is assisted by Hindi Translators.

Senior Publication Officer - Overall in-charge of publication of materials pertaining to NIC.

Chief Security Officer – In-charge of Security of the Building, Infrastructure, Equipment etc.

Section Officer -

A. General Duties –

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the section work;
- (iv) Maintenance of order and discipline in the section;

(v) Maintenance of a list of residential addresses of the Staff.

B. Responsibilities relating to Dak –

(i) to go through the receipts;

(ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;

(iii) to keep a watch on any hold-up in the movement of dak; and

(iv) to scrutinize the section diary once a week to know that it is being properly maintained.

C. Responsibilities relating to issue of draft –

(i) to see that all corrections have been made in the draft before it is marked for issue;

(ii) to indicate whether a clean copy of the draft is necessary;

(iii) to indicate the number of spare copies required;

(iv) to indicate priority marking;

(v) to indicate mode of dispatch.

D. Responsibility of efficient and expeditious disposal of work and checks on delays –

(i) to keep a note of important receipts with a view to watching the progress of action;

(ii) to ensure timely submission of arrears and other returns;

(iii) to undertake inspection of Assistants' table to ensure that no paper or file has been overlooked;

(iv) to ensure that cases are not held up at any stage;

(v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

E. Independent disposal of cases –

He/She should take independently action in the the following types –

(i) issuing reminders;

- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

F. Duties in respect of recording and indexing –

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded file before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) Ensuring proper maintenance of registers required to be maintained in the section;
- (v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (vi) Ensuring neatness and tidiness in the Section;
- (vii) Dealing with important and complicated cases himself;
- (viii) Ensuring strict compliance with Departmental Security Instructions.

Assistant/Upper Division Clerk – He/She works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him/her. Where the line of action on a case is clear or clear instructions have been given by the Section Officer or higher officers, he/she should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

Private Secretary/Personal Assistant/Stenographer – She/He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote him/herself to the work in which he/she has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her. He/She will exercise his/her skill in human relations and be cordial with the persons who come in contact with his/her boss. Some of the more specific functions are enumerated below: -

- (i) Taking dictation in shorthand and its transcription in the best manner possible;
- (ii) Fixing up of appointments and if necessary canceling them;
- (iii) Screening the telephone calls and the visitors in a tactful manner;
- (iv) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) Maintaining, in proper order, the papers required to be retained by the Officer;
- (vi) Keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- (vii) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
- (ix) Generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

Lower Division Clerk – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.