F.NO.DE/IT/e-office/2016/ *560*   Dated: 22·6·22

ORDER

The Competent Authority has designated the following officers of Directorate of Education as Nodal Officer and PIMS/EMD Administrator for eoffice.

Sl. No	Name of the Officer	Designation	Branch/ section	Role
1	Sh. Rajesh Kumar	DDE(Admin)	HQ	Nodal Officer /Admin-eoffice
2	Sh. Shakti Singh	Section Officer (GOC)	GOC	PIMS/EMD-ADMIN
3	Sh. Neeraj Pathak	Section Officer (E-I)	E-I	PIMS/EMD-ADMIN
4	Sh. Manoj Kumar	Section Officer (E-II)	E-II	PIMS/EMD-ADMIN
5	Sh. Nirdesh Yadav	Section Officer (E-III)	E-III	PIMS/EMD-ADMIN
6	Sh. Ashok Bhardwaj	Section Officer (E-IV)	E-IV	PIMS/EMD-ADMIN
7	Sh. Sanjeev Kumar Yadav	Section Officer (E-V)	E-V	PIMS/EMD-ADMIN

The above mentioned officer will implement and manage the employee details and other PIMS/EMD activities in r/o directorate of education at eoffice and will be responsible for all the basis administrative actions at eoffice i.e. creating the organization units (list of Offices/Sections), employees, assigning employees post, Joining/relieving of Employees at eoffice, File Heads finalization and to add the end-user accounts created in eOffice etc.

The designated officers may approach to IT Branch, DoE for assistance in email creation of employee by providing the requisite details of the identified employees who will work at eoffice and also for any IT infrastructure required for Implementation of eoffice.

This issues with prior approval of the Competent Authority.

(K. Murugan)
Joint Director (IT)

Copy for information to:

1. PS to Secretary (Education), Dte. Of Education, Govt of NCT of Delhi.
2. PA to Director (Education), Dte. Of Education, Govt of NCT of Delhi.
3. PA to JD (Admin), Dte. Of Education, Govt of NCT of Delhi.
3. All the designated section officers (PIMS/ EMD-Admin) and DDE (Admin) HQ – (Nodal Officer/ Admin)
4. Guard File

(K. Murugan)
Joint Director (IT)