

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR – 713 209, INDIA

Ref. No. NITD/Regis/OR/701

Date: 15th February, 2017

Office Order

In pursuance of the communications received from Shri Vinay Sheel Oberoi, IAS, Secretary, Dept Of Higher Education, MHRD; Shri S P Goyal , JS , NITs & DL, MHRD and as approved by the competent authority an e-Office Committee is hereby constituted as under:-

Sl.No.	Name	Remarks
01.	Registrar (Ex-Officio)	Chairman.
02.	Dean (FW) Ex-Officio	Member
03.	Dean (SW) Ex-Officio	Member
04.	Dean (Acad) Ex-Officio	Member
05.	HoD, Dept. of CSE, Ex-Officio	Member
06.	Chief Warden, Ex-Officio	Member
07.	Dr. Anirban Sarkar, NKN Nodal Officer.	Member
08.	DR (F&A) Ex Officio	Member
09.	DR (P&S) Ex Officio	Member
10.	DR (Acad) Ex Officio	Member
11.	AR (Internal Audit)	Member
12.	Technical Officer	Member
13.	DR (Estt.) Ex Officio	Convener

The committee will suggest necessary customization to be done in the existing e-Office software of the e-Office Project Management Unit of the NIC.

Alternatively the committee will suggest necessary Business Process Reengineering to be adopted by the Institute.

The committee will also prepare the Business Blue Print.

The committee will monitor the overall activity throughout the Project Lifecycle.

It will take over of the project, once it becomes GO LIVE and will be the custodian of the hardware / software.

Technical Officer will act as the Nodal Officer (SPOC) with NIC for project implementation.


15/2/17
Registrar

Copy to:-

1. Director.
2. All Deans/HODs.
3. All committee members
4. Director's Secretariat.
5. Registrar's Secretariat.
6. Dy. Reg. (Estt.)
7. File Copy.