



Roles and Responsibilities

(Standard Operating Procedure)

ADMINISTRATION DEPARTMENT

President Management Committee
MR. ABHISHEK GIRI
Adviser



Lt. Col B.P. Tomar Assistant Director Personnel Section	Sh. Abhishek Tripathi Assistant Director & Establishment Section & General Administration Section	Dr. Mamta Saini Assistant Director (Media Cell)
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Process of New File (Up File Flow)

Dealing Official (**Three Days**)- Consultant and/or Sr. Administrative Officer (**One Day**)- Assistant Director1 (**One Day**)-Adviser (same day)-Cells

Process of Sanctions /Approvals (Down file Flow)

Cells -Adviser (**same day**) – Assistant Director 1 (**same day**) – Consultant and/or Sr. Administrative Officer- (**One Day**)- Dealing Official (**One day**)

Staffing and Work allocation

Advisor (Admin) Secretary Office:

Staffing, Mr. Furkan Saifi (PS to Adviser) Sh. Amit Saini and Mohd Ali (MTS)

Dr Shweta Singh, Young professional (Data management of admin, Training of LBSPSTC employees, any work allotted by Advisor and Ads

Dr Somnath Borate, IT Consultant (Data Management of admin Office, Smart Performance Appraisal Report Recording Online Window (SPARROW), Preparation of Presentations, meeting etc. any work allocated by the advisor (Estt./Pers./Gen. admin.)

Responsibilities:

- Co- ordination of inter and intra Bureau File movement.
- Compilation of replies to audit, Legal, Ministry of Human Resources Development and RTI

Link: PS to adviser: Mr. Furkan Saifi – Sh. Amit Saini and Mohd Ali

I PERSONNEL SECTION

Staffing & Responsibilities

Duties and Responsibilities	Official
<ul style="list-style-type: none">• All matters related to grant of increment, extension/renew in respect of staff of LBSPSTC.• Audit matters of Contractual manpower• RTI/Audit matters related to the above allocated responsibilities.• Preparation of EC agenda & ATR on the above responsibilities.• All matters pertaining to Contractual manpower through service agencies.• Respective RTI, legal and grievances.• All Service & Personnel matters of Officers & officials of the Council including leave, foreign travel etc., opening & maintenance of Personal files, Service Books of all Permanent/Deputation staff of the Council.• Pay fixation related matters of all employees of the Council.• Matters related to Official Tour & Transfer TA Claims.• Work related to Aadhaar Enabled Bio-metric Attendance System (AEBAS).• Matters related to Hiring of Manpower such as IT Consultants, Software Developer, Young Professionals, Data Entry Operators, Receptionists, Help Desk Executives, Interns, Electricians, Drivers, Helpers and Safai Karamchari etc. through manpower agency or engaged directly by LBSPSTC.• Hiring of Security Agency through Private Companies.• Convening of Internal Investigation Committees for disciplinary matters.• Medical Attendance Schemes, Medical Claim Bills of all employees of the Council, payment of Tuition Fees and Overtime Allowances/TA of Regular Employees.	<ul style="list-style-type: none">• Consultant- Vacant• Sh. Sangram Singh• Mrs. Manorma Kumar• Dr. Jaydeep Sachdeva• Sh. Amardeep Singh• Miss Tamana • Sh. Sanjeev Rastogi• Sh. Vipin Awasthi• Sh. Narendra Kumar• Dr. Neelu Rana • Sh. Sunil Bansal (MTS)

<p style="text-align: center;">Director and above (regular/deputation)</p> <ul style="list-style-type: none"> • Service & Personnel matters including leave, foreign travel etc., opening & maintenance of Personal files, Service Books. • Pay fixation • Official Tour & Transfer TA Claims. • All work related to Innovation cell etc. • Convening of Internal Investigation Committees for disciplinary matters. • Respective RTI, legal and grievances • Respective preparation of EC agenda & ATRs 	<p style="text-align: center;">Smt. Priya Rastogi</p>
<p style="text-align: center;">Assistant Director & Deputy Director (regular/deputation)</p> <ul style="list-style-type: none"> • Service & Personnel matters including leave, foreign travel etc., opening & maintenance of Personal files, Service Books. • Pay fixation • Official Tour & Transfer TA Claims. • All work related to Innovation cell etc. • Convening of Internal Investigation Committees for disciplinary matters. • Respective RTI, legal and grievances • Respective preparation of EC agenda & ATRs 	<p style="text-align: center;">Sh. Shivam Sharma</p>

<p style="text-align: center;">Group B & C (Regular Staff)</p> <ul style="list-style-type: none"> • Service & Personnel matters including leave, foreign travel etc., opening & maintenance of Personal files, Service Books. • Pay fixation • Official Tour & Transfer TA Claims. • All work related to Innovation cell etc. • Convening of Internal Investigation Committees for disciplinary matters. • Respective RTI, legal and grievances • Respective preparation of EC agenda & ATRs 	<p style="text-align: center;">Sh. Rajkumar Saini</p>
<ul style="list-style-type: none"> • Medical Attendance Schemes • Medical bills of Group A except (Assistant Director) officers of the Council • payment of Tuition Fees and Overtime Allowances/TA of Regular/Deputation Employees. • Respective RTI, legal and grievances • Respective preparation of EC agenda & ATRs 	<p style="text-align: center;">Sh. Amit Saini</p>
<ul style="list-style-type: none"> • Engagement & Extension of Security Guards at HQ and coordination centers. • Security Bill & attendance & other work-related Security Guards. • Helper's Bill & attendance & other work-related Helper's. • Aadhaar Enabled Bio-metric Attendance System (AEBAS) related work • Internship All works (Offer letter, Certificate issued) • DAK Diary dispatch • CL/RH records • Director Cell case work • Audit work 	<p style="text-align: center;">Sh. Naved Ahmad</p>

II Establishment Section
Staffing & Responsibilities

Duties and Responsibilities	Officer/ Official
<ul style="list-style-type: none"> • Delegation of Administrative and Financial Powers • RTI/Audit matters related to the above allocated responsibilities. • Preparation of EC agenda & ATR on the above responsibilities. • Issue of general circulars/office orders. & meeting notice • Matters related to Printing of visiting cards, letter heads • Engagement of staff for Cell. • Training of officers and staff of the Council & Staff Welfare Scheme • Engagement and other matters of Retired Consultants • RTI/Audit matters related to the above allocated responsibilities. • Preparation of EC agenda & ATR on the above responsibilities. 	<p>Sh. Tarun Goswami</p> <ul style="list-style-type: none"> • Miss. Shubhangi Chauhan • Miss. Dimpal • Mr. Govinda • Sh. Himanshu Kalshi (MTS)
Over all work related to Estt. Section	Sh. Kulvindar Mehta, Consultant
<ul style="list-style-type: none"> • Recruitment (Direct/Deputation) • Updating staff position list • Transfer & Posting • Issue of general circulars/office orders. & meeting notice • Complaints on Sexual Harassment of Women in work place • Delegation of Administrative and Financial Powers. • Handling RTI/ Grievances portal • Preparation of EC agenda & ATR on the above responsibilities • Reply to Audit and Legal Quarries, Government Questions of above responsibilities 	Miss. Shubhangi Chauhan

III General Administration Section

Staffing & Responsibilities

Duties and Responsibilities	Officer/ Official	Duties and Responsibilities	Officer/ Official
<ul style="list-style-type: none"> ● Store & Purchases matters - related to Stationary, Furniture's, Electrical & Electronic equipment, Plasma TV, TV connections at office & the residence office of CM/VCM, Broad band connectivity. ● Purchases to be handled through GEM portal based on the recommendations of the Purchase Committee. ● Payment of telephone and mobile bills. ● AMC of EPBAX, Xerox machines, Fax machines etc. ● Matters related to Transport ● Air-ticketing and payments of bills. Matters related to IRCTC and payment of Bills. ● Payment of Petrol Bills, Hiring of taxies; Maintenance of staff cars. ● Conferences and meetings. ● R&I Section ● Matters related to post office and payment of postage charges. ● Matters related to Canteen, payments of bills ● Necessary arrangement of Hospitality for all meetings, including for staff attending the office on Saturday/Sunday & other Holidays and National festival (Independence Day, Republic Day, etc. ● Reception (Receiving Guest and maintaining their records at LBSPSTC (in shifts) ● Photographic Unit of all the Bureau/Cell of LBSPSTC including EC and Council meeting. ● Reimbursement Payment of Brief case/Bag of officers and officials. ● Taxi Tender, Canteen Tender through CPP Portal/e-Wizard/ GeM Portal. 	<ul style="list-style-type: none"> ● Sh. Satish Chand Giri ● Sh, Shyampal Singh, Consultant ● Sh. Karambir Singh, UDC ● Sh. Arun Kumar Pandey, LDC ● Sh. Naved Ahmad, Photocopy machine operator ● Sh. Arun Kumar MTS ● Receptionist ● Sh. Sourabh Kumar ● Miss Himanshi 	<ul style="list-style-type: none"> ● Maintenance of staff cars ● Matters related to tender for hiring of Taxies ● Matter related to hiring of Taxi, arrangement of transport & payment of bills ● Arrangement of Airport VIP parking passes from Airport Authority ● Matters related to all lease agreements and payments ● Respective RTI, legal and grievances. ● Respective preparation of EC agenda & ATRs 	<p>Mrs. Mamta Saini</p>

<ul style="list-style-type: none"> ● Arrangement of Flowers/Plants and payments of bills for the same. ● Payment of newspapers bills, making of duplicate keys, rubber stamps & name plates of officers ● Physical verification of Store. Auction of all unserviceable Items. 	<p>Regular Drivers Sh. Davinder Singh Sh. Sataywan Singh,</p> <p>Drivers Through Agency Sh. Ram Singh Sh. Ram Sarkar Sh. Anandbir Sh. Mani Ram Sh. Veerbhadur Sh. Sunil Kumar Sh. Rajesh</p>		
<ul style="list-style-type: none"> ● Procurement of consumables / expendable items for LBSPSTC ● Legal and Audit matters pertaining to Gen. Admin. ● Preparation of Tender Documents and processing of pertaining to Tender's files ● Processing of all bills of taxi, Air-ticketing and Hotel/ Guest House ● Preparation of EC agenda & ATR on the above responsibilities. 	Consultant vacant	All matters related to R&I Section and maintenance of Register regarding all kinds of documents/letter receipts. Besides above any other assigned by Competent Authority	Proff. Sonu Kumar
<ul style="list-style-type: none"> - Accommodation of Experts - Processing of Medical Bills, Medical Attendance Scheme Tuition fees bills & Children Education Allowance of Group A officers - Transport arrangements and physical verification of vendor vehicles & staff cars, - Arrangement of Hospitality of Bureau/ inter Bureau Programmes and Hqrs. - Matters related to payment of all washing/ repairs of National Flag - RTI/Audit matters related to the above allocated responsibilities. 	Consultant vacant		

Affiliation Cell

Duties and Responsibilities	Officer/ Official
<ol style="list-style-type: none"> 1. Over all work related to Affiliation 2. Timely disposal of all Affiliation Files. 3. Effective Monitoring/Tracking of Affiliation within the organization. 4. Proper coordination with LBSPSTC and other organizations in matters related to Affiliation 	<p>Mr. Abhishek Tripathi Mr. Abhishek Giri Advocate Sh. Vishal (MTS) Sh. Sachin</p>

RTI CELL

Staffing & Responsibilities

Duties and Responsibilities	Officer/ Official	Duties and Responsibilities	Officer/Official
<ul style="list-style-type: none"> • Timely disposal of all RTI matters. • Effective Monitoring/Tracking of RTI matters within the organization. • Proper coordination with CIC and other organizations in matters related to RTI. • To provide Mandatory Disclosure of Information under Section-4 of RTI Act, 2005 on LBSPSTC Website. 	<p>Sh. Abhishek Giri Advocate</p> <p>Consultant- Vacant</p> <p>Ms. Renu,</p> <p>Sh.Sourabh Kumar,</p>	<ul style="list-style-type: none"> • Timely disposal of all RTI matters. • Effective Monitoring/Tracking of RTI matters within the organization. • Proper coordination with CIC and other organizations in matters related to RTI. • To provide Mandatory Disclosure of Information under Section-4 of RTI Act, 2005 on LBSPSTC Website. • 	<p>Miss Shubhangi Chauhan</p>

MEDIA CELL
Staffing & Responsibilities

Duties and Responsibilities	Officer/ Official	Duties and Responsibilities	Officer/ Official
<ul style="list-style-type: none"> ● News/Press release for print & non print media. ● Dissemination of LBSPSTC activities ● Establish liaison with PIB/ media houses. ● Repository of information of LBSPSTC events - Creating an archive of events in all forms with photographs ● Organize press release in print & electronic media of LBSPSTC initiatives and achievements ● Coordinate with empaneled Advertising Agency for circulation of Advertisements/creatives of various bureaus of LBSPSTC in Print Media ● Manage Photography and Videography of special events organized by LBSPSTC ● Overall management of all media related works of LBSPSTC and Nodal Cell for empaneled as well as other Media/ Advertising Agencies ● Undertake / arrange invite of media for holding press conferences / media briefings ● Launch of LBSPSTC connect Magazine. ● Social Media Management of LBSPSTC 	<p>Dr. Mamta Saini</p> <p>Sh. Migrank Shrivastav PRO</p> <p>Sh. Abhishek Tripathi</p> <p>Sh. Sachin</p> <p>Sh. Chandan Singh Bisht (MTS)</p>	<ul style="list-style-type: none"> ● News/Press release for print & non print media ● Establish liaison with PIB/ media houses ● Organize press release in print & electronic media of LBSPSTC initiatives and achievements ● Writing messages for Institutes/ Organizations, from LBSPSTC, Chairman Sir ● Coordinate with DAVP for Advertisements of LBSPSTC in leading Newspapers ● Undertake / arrange invite of media for holding press conferences / media briefings ● Live show on LBSPSTC YouTube channel, named LBSPSTC Insights 	<p>Arvind Dwivedi, PRO</p>