**Curriculum Vitae**

Name : Sudarshan Singh Balouria

Date of Birth : 20th April, 1959

Address : Flat No.97, Sector-III, Type-IV, Sadiq Nagar,

New Delhi-110049

Educational Qualification : Graduate and Diploma in Office

Management from Punjab University, Chandigarh.

Professional Experience :

Presently working as Director in National Informatics Centre (NIC), an Attached Office of Ministry of Electronics & Information Technology, Government of India. My current responsibilities are as under:

1. **OSD to DG(NIC)**

Presently, working as OSD to DG(NIC) since 2012 to provide direct functional support and to coordinate the following activities:

1. Preview of techno-administrative matters submitted to DG(NIC).
2. Follow-up on the decisions taken by DG(NIC) monitoring of pendency of files/ parliament questions/ assurances, budget and audit, grievances, RTI, etc.
3. Inter-Section/ State administrative matters with respective Sections/ divisions/ States of NIC.
4. Leave applications/ tour approvals submitted to DG(NIC)
5. Scrutiny and marking of dak/ receipts of DG(NIC) to officers of NIC for taking further action at their end.
6. Disposal of matters by sending reminders/ acknowledgements etc., as per the directions of DG(NIC),
7. Preparation of Notes/ proposals on important cases/ replies to the communications received by DG(NIC).
8. Maintenance of records, supervision of/ guidance to DG Office Team, maintenance of punctuality/ discipline and cordial relations amongst them and the visitors, proper maintenance/ upkeep of equipment in DG office.
9. Logistic support to DG(NIC) to review time-bound ICT/ e-Governance Projects. Assisted DG(NIC) to prepare the Presentations/ Lectures in various Technology events/ meetings.
10. Support to DG(NIC) in conducting Board Meetings of NCTI as its chairperson.
11. Coordination of meetings/ visits of Hon’ble Minister to States/ UTs, Coordination with VC Division to hold VIP events such as PRAGRATI by Prime Minister/ VCs by Hon’ble President, Cabinet Secretariat.
12. Support provided in inauguration of national importance events such as inauguration of DGRC, Patna; NIC-CERT, Delhi; Establishment of NIU- Odisha; CEDA, Control & Command Centre etc.
13. **Activities related to Administration:**

As HOD (Administration), the undersigned has guided/ motivated the officials to streamline various pending works. The undersigned conceptualized and introduced online workflow based systems for various employee centric services as stated below:

1. Medical treatment permission, claim and reimbursement: The complete process of obtaining prior permission of medical treatment and subsequent claim for reimbursement has been fully automated till pushing sanction to PFMS.

2. LTC advance/ claims: Users application for LTC advance and claim has been made online along with EL encashment. The processing of the applications thus submitted has also been made paperless.

3. Pay Fixation: The pay of employees who have been promoted has been automatically fixed based on their current pay and options exercised by them.

4.Online Forms: Various forms pertaining to Administration division viz., Application for CGHS, Addition/ Deletion of CGHS, Transfer of Dispensary, Family Nomination Forms, Immovable Property Return and Movable Property Return has been made available for online submission.

5. Relieving Order: Relieving Order of NIC employees who have been transferred is now generated online following online generation of transfer order by Personnel Section.

6: No-Dues: An online system for granting of No-dues in case of superannuation/ VRS/ Transfer/ Resignation has been initiated and is undergoing trial. The above applications have made the processes completely transparent and traceable by concerned employees and NIC management.

7. Tuition Fee: The processing of tuition fee claims has been made on line.

1. **Activities related to General Coordination:**

On-line processing of reimbursements for telephone/ newspapers bills, making of official stamps/ nameplates etc., done. Collection of Republic Day and Independence Day Invitation Cards, Government Diary and Calendars and their issue to NIC officials. Processing of proposals for official’s refreshment, circulation of vacancy notices, matters related to observance of Quami Ekta Divas, Martyrs Day, Anti-Terrorism Day, Swachh Bharat Abhiyan events celebrations, invigilation duty of UPSC, SSC/ DSSSB, Election Duty, imprest money to states/ district centres.

Matters related to invitation of nominations and processing thereof for various Awards of NIC officials, Publication of advertisements in various news papers through DAVP/ Indian Trade Journal etc.,/ Handling of RTI / Audit/ Budget related issues.

Exercised the powers of Joint Director (GCS) as mentioned in Order No.1(6)/2014-Pers dated 19/1/2016.

1. **Activities related to Protocol & Public Relations Section:**

On-line processing of Official e-Ticket booking through M/s. Balmer Lawries for air-travel and processing/ release of their bills.

Coordination of arrangements for various meetings, national/ international events/ visits of delegations/ VIPs/ senior officers etc., and make logistic arrangements for hospitality/ refreshments, process payments etc related to them.

Handling of matters related to Haj and Kailash Man Sarover Yatra etc., Booking of accommodation for officers visiting NICHQ on Tour, obtaining official passports/ vista/ political and FRCA clearance of NIC officials related to their official tours. Processing proposals for institutional memberships e.g. IIC and IHC etc. Handling of RTI / Audit/ Budget related issues. Administrative support to International Cooperation Division, to process proposals.

1. **Activities related to Publication Division:**

Matters related to printing of technical brochures/ leaflets, technical reports, manuals and training course material, Informatics Newsletter of NIC, Visiting Cards, Letter heads, Invitation letters, registers, envelops, entry passes etc. Matters related to RTI, Budget and Audit were also handled.

(Sudarshan Singh Balouria)

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