संं.रा.इ.सू.प्रौ.सं.-औ/003/035/2021/ रि.सं   20 जुलाई 2023

No.NIELIT-A/003/035/2021/Rep.Str.   July 20, 2023

कार्यालय आदेश सं.30/OFFICE ORDER No.30

In pursuance of the powers conferred upon the Competent Authority, it has been decided to constitute a Project Monitoring Unit(PMU) to ensure efficient project management and monitoring of various Project being implemented by NIELIT Aurangabad Centre.

2.   The objective of establishing the PMU is to ensure effective planning, implementation, monitoring, and evaluation of projects undertaken by Centre. The PMU shall be responsible for coordinating, managing, and providing technical support and non-technical to the projects, ensuring their successful implementation within the stipulated timelines and budgetary allocations.

3.   The composition of Project Monitoring Unit (PMU) is as under;

SI	Name & Designation	Role	Responsibilities
1	Smt. Seema A V, Sr. Library & Information Officer	Chairman	✓ Conducting regular project reviews and evaluations in consultation with ED ✓ Monitoring project timelines, deliverables, and milestones ✓ Identifying potential risks and proposing appropriate mitigation strategies ✓ Collaborating with project teams to ensure adherence to project plans and objectives ✓ Generating reports on project status, achievements, and challenges ✓ Providing recommendations for process improvement and optimization ✓ Monitoring the reporting of the financial targets (both Income and Expenditure, as the case may be)

P. T. O.

SI	Name & Designation	Role	Responsibilities
2	Shri Dilip Hulgunde Jr. Assistant	Member	✓ Assist in coordinating and managing the day-to-day activities of projects within the PMU, ensuring effective communication and collaboration among project teams and stakeholders.
3	One Contract Staff	Member	✓ Prepare and maintain project documentation, including project plans, progress reports, meeting minutes, and other relevant project-related documents. Assist in generating regular project status reports and updates.
			✓ Organize and manage project data, ensuring its accuracy, completeness, and accessibility for project analysis and reporting purposes. Maintain project databases and information systems.
			✓ Provide administrative support to the PMU, including scheduling meetings, arranging logistics for project-related events, managing correspondence, and maintaining project-related files and records.
			✓ Any other relevant work assigned by the PMU Chairmen which is not listed above.

All Project Coordinators are required to share the information about their project to PMU. Accounts Department will provide up-to-date Expenditure/Income details in respect of each project. The expenditure booking should be done with the concurrence of PMU only.

(डॉ. जयराज यु. किडाव)/(Dr. Jayaraj U. Kidav)
कार्यकारी निदेशक/Executive Director

To

      All concerned

Copy to:
1. SPS to ED
2. All Group Heads
3. Joint Director (F)
4. Deputy Director (P&A)
5. Accounts Section
6. Officer Order File
7. Personal File