

Dated: 18/08/2022

ORDER

As discussed in the 16th Governing Body meeting held on 11.07.2022, following cells are hereby ordered to be created in the O/o SPIC in order to strengthen the work of SPIC:

Name of Cell	Incharge	Supporting staff
HR Cell	HR Incharge	2 Sr Asstt./Clerk
Procurement Cell	Procurement Incharge	1 Computer Hardware & Network Expert 1 Software Expert
Administrative Cell	Administrative Incharge	1 Clerk Diary Dispatch / Operator
Training Cell	Faculty-cum-Training Incharge	2 Faculty Members
EDC Cell	EDC Incharge	1 Clerk / Computer Operator
Accounts Cell	AC(F&A)-SPIC	2 Accountants
Sampark Cell	PL Sampark	1 APL 1 Supervisor

NOTE:

- HR Cell is responsible to provide the manpower as per the requirement of Departments/Boards/Societies/Corporations of Chandigarh Administration and other States.
- Procurement Cell is responsible to examine/finalize specifications, to check availability on GeM, end-to-end procurement process on GeM portal, e-tender, empanelment, rate contract including vendor management as per the requirement.
- Training Cell is responsible for imparting IT related training to students and Officials in various posts of Departments/Boards/Societies/Corporations of Chandigarh Administration.
- Administrative Cell is responsible for day to day functions of SPIC and operation and maintenance of EDC Building.
- Accounts Cell is responsible for timely disbursements and completion of statutory liabilities supporting other cells for account related activities.
- EDC Cell is responsible for Incubation, Startups, Co-working in the building and explore new locations.
- Sampark Cell is responsible for handling all sampark related issues.
- All the Cell Incharge will report to CEO-SPIC directly.

R...
18/8/22
Chief Executive Officer-SPIC