

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
CHANDIGARH**

NIELIT/CH/DIR-01/2016/3382

Dated: 30th May, 2016

OFFICE ORDER

In terms of Headquarters Office Order No. 1(57)/2016-NIELIT/861 dated 25th May, 2016. The following re-allocation of team will take up with immediate effect till further orders:

S. No.	Reporting Officer	Designation	Project/Activity	Officers/officials to be assisted by
1.	Shri Susheel Kumar Gabgotra	Additional Director	Administration <ul style="list-style-type: none"> • All P & A related activities • Stores & purchase • Building Maintenance & Repair • General care taking and logistic support to staff • RTI Matters 	<ol style="list-style-type: none"> 1. Ms. Kiran Bala, Joint Director (Admn.) 2. Ms. Ragini, Admn. Officer 3. Shri Krishan Kumar, Admn. Officer 4. Shri Achhe Lal, Admn. Officer 5. Ms. Anju Bala, Private Secretary 6. Ms. Neelam Aggarwal, DEO-E 7. Ms. Nisha Sharma, DEO-E 8. Shri Jagat Ram, Sr. Assistant
2.	Shri P.S. Johar	Financial Controller	Finance & Accounts <ul style="list-style-type: none"> • All Finance & Accounts related activities • Payment of Statutory taxes • Audits • Compliances under Service Tax, EPF and Income Tax/TDS • Utilization Certificates • Renewal of Insurance Policies 	<ol style="list-style-type: none"> 1. Ms. Shalini Goyal, Finance Officer 2. Ms. Ritu, Finance Officer 3. Shri Ashwini Kumar, Finance Officer 4. Ms. Renu Singla, Sr. Assistant 5. Shri Sandeep Kumar, Assistant 6. Ms. Rajinder Kaur Gill, DEO-E
3.	Shri Sanjay Sharma	Joint Director (Technical)	Billing <ul style="list-style-type: none"> • LS Billing • FLS Software (CPI Index) • UHBVN & UT • Software Development • Shikayat Nivaran Kendra • DOEACC Software 	<ol style="list-style-type: none"> 1. Ms. Renu Wasan Deputy Director (S) 2. Ms. Namita Seth Deputy Director(S) 3. Ms. Meenu Mohindra Deputy Director (S) 4. Ms. Raj Rani, DEO-E 5. Ms. Sandeep, DEO-E 6. Ms. Santosh Kumari, DEO-E 1. Shri Sanjiv Kumar Bansal, Deputy Director(S) 2. Shri Ritu Kamal, Asstt. Director (S) and 3. Ms. Santosh Bhardwaj, Asstt. Director (S) will look after the job of UHBVN New Billing System 1. Ms. Nidhi Bhatia, Deputy Director (S) 2. Ms. Sunita Chib, Deputy Director (S)

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4.	Shri Rajesh Kapila	Joint Director (Systems)	<p>Project (Education)</p> <ul style="list-style-type: none"> Overall coordination of NCPUL Contract Management of NCPUL (CABA and Dream Salary Management of DREAM Faculty) Raising of invoices, bills and utilization certificate for Dream Course material and prospectus 	<ol style="list-style-type: none"> Shri Sachin Chandla, Deputy Director (T) Ms. Nisha Garg, DEO-E Ms. Sushma Rani, DEO-E Ms. Anita Thakur, DEO-E Ms. Prem Sharma, DEO-E Ms. Manjit Kaur, DEO-E
5.	Shri Amitabh Garga	Joint Director (Technical)	<p>Projects (Civil)</p> <ul style="list-style-type: none"> Ropar Campus Jalandhar Ext. Centre Patna Muzzafarpur and Buxar centres\ Civil work of Mohali Office <p>Facility Management System All inhouse and other Departments contractual Manpower for Facility Management</p>	<ol style="list-style-type: none"> Shri Pusphinder Singh, Deputy Director (S) Ms. Davinder Kaur, DEO-E
6.	Dr. Manish Arora	Joint Director (Systems)	<p>Training</p> <ul style="list-style-type: none"> Inhouse Education & Training Corporate Training Course Curriculum Dev. DietY sponsored Training Projects Other Govt. sponsored training/Skill Development Projects ISO 9001:2008 Placements H/w & Networking Maintenance, VC Room System & N/w Admin Library Operations Front Office Counsellor 	<ol style="list-style-type: none"> Ms. Anita Budhiraja, Deputy Director (S) Ms. Sunita Chib, Deputy Director (S) Shri Raminder Singh, Deputy Director (T) Ms. Swapnali Naik, Deputy Director (T) Ms. Rashmi Aggarwal, Asstt Director (T) Shri Sarwan Singh, Asstt. Director (S) Ms. Jyoti Sharma, Asstt. Director (S) Shri Ram Shabad, Asstt. Director (S) Shri Manik Kalsi, Sr. Technical Assistant Ms. Satinder Kaur, DEO-E Ms. Shobha Thakur, DEO – E Ms. Anita Rani Bansal, DEO-E Ms. Parveen Mahajan, DEO-E Shri Himanshu, Deputy Director (Scientist 'C')

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7.	Shri Shiv Kumar	Joint Director (Systems)	<p align="center">Examination</p> <ul style="list-style-type: none"> NIELIT's BCC/CCC/ Centralized Exam of Chd, Shimla, HIPA etc. Recruitment/entrance exams. Hartron Projects 	<ol style="list-style-type: none"> Ms. Kulvinder Kaur, Technical Officer Ms. Upvan Dutta, DEO-E Ms. Jinder Pal Kaur, DEO-E
8.	Ms. Anita Sharma	Joint Director (Systems)	<p align="center">Examination</p> <ul style="list-style-type: none"> NCPUL Exam (CABA-MDTP and Dream) Data Entry 	<ol style="list-style-type: none"> Shri Rakesh Bharti, Asstt. Director (S) Ms. Geeta Suri, DEO-E Ms. Rita Jindal, DEO – E <p>Data Entry Operators (as such)</p>
9.	Shri Sanjeev Suri	Joint Director (Systems)	<p>PSPCL Electricity Billing of following Categories</p> <p>DS/NRS SP 20 KW Temporary Supply AP MS Combined Water Billing Punjab Rural Water Billing Mohali Water Billing</p>	<ol style="list-style-type: none"> Mr. Sanjiv Kumar Bansal, Deputy Director (S) Ms. Sonia Bansal, Deputy Director (S) Ms. Neeru Vermani, Asstt. Director (S) Ms. Jayati Puri, Asstt. Director (S) Ms. Balwinder Kaur, DEO-E Ms. Anita Sharma, DEO-E Ms. Anita Lamba, DEO-E Ms. Parvesh Aggarwal, DEO-E Ms. Raj Kaur, DEO-E Ms. Manmohanjit Kaur, DEO-E Ms. Veena Kaura, DEO-E Ms. Chandpreet Kaur, DEO-E Ms. Sunita Guleria, DEO-E Ms. Sukhminder Kaur, DEO-E Ms. Vinod Kumari, DEO-E Ms. Raman Marya, DEO-E Ms. Madhu Sharma, DEO-E
10.	Shri Sanjeev Suri	Centre Incharge (ROPAR)	NIELIT Ropar Training at Ropar	<ol style="list-style-type: none"> Ms. Sonia Rani, Deputy Director (S) Shri Digvir Singh, Sr. Technical Asstt. Shri Akhil Arora, Sr. Technical Asstt Shri Ravi Kumar Ravi, Scientist 'B' (Contractual) Ms. Kalpna Dudeja, Finance Officer

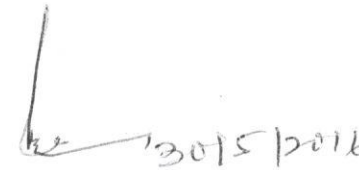
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11.	Shri Anurag Trehan	Joint Director (Systems)	<ul style="list-style-type: none"> PSPCL Store and Inventory NIELIT Ropar website NIELIT Chandigarh website FLS, Software (Data Digitization) 	<ol style="list-style-type: none"> Ms. Kiran Saini, Deputy Director (T) Shri Gurpreet Singh, Deputy Director (S) Ms. Rashmi Bawa, DEO-E
12.	Shri Tarsem Lal Sharma*	Joint Director (Systems)	<ul style="list-style-type: none"> NPR FLS Software (Tabulation) 	<ol style="list-style-type: none"> Ms. Meenu Dhir, Deputy Director (T)
13.	Ms. Vandana Sharma	Joint Director (Systems)	<ul style="list-style-type: none"> CSC SPV Facility Management CSC SPV VLE Training 	<ol style="list-style-type: none"> Ms. Anita Goyal, DEO-E Ms. Rajinder Kaur, DEO - D

* Under transfer from NIELIT Ajmer to NIELIT Chandigarh.

- Detail distribution of work shall be submitted by Reporting Officers by 9th June, 2016.
- Officer In-charge and Centre-In-charge, Ropar shall report to Director/Director Incharge.
- Technical staff deployed in various projects will also contribute in Capacity Building & Skill Development Activity 8 Officer/Officials shifted to other wing shall ensure smooth handing over the present assignment.
- Realization of Debtors and writing off debtors must be dealt with by Reporting Officers.
- Sharing of resources amongst various wings shall be done on need basis with the approval of Director/Director-in-Charge.
- During the leave period of Training staff at Ropar, backup will be provided from NIELIT Chandigarh.
- For activities of ESDM, CCC, DGET, the respective officials handling the job at Chandigarh will manage the same for NIELIT Ropar also.

The above office order will come into force w.e.f. 1st June, 2016

This issues with the approval of Director-in-Charge, NIELIT Chandigarh.


(Susheel Kumar Gabgotra)
Additional Director

Copy to:

- Director's Office
- Additional Director (Technical)
- Additional Director
- Joint Directors (Technical)/Joint Directors (Systems)
- Vigilance Officer
- Joint Director (Admn.)
- Financial Controller
- Centre Incharge, Ropar
- Concerned Officials
- Notice Boards

→ Please bring it in the notice of staff working under you.