

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT) CHANDIGARH**

NIELIT/CH/ADMN-02 /2019/2305

26th March, 2019

OFFICE ORDER

In the interest of smooth functioning of Centre, following activities shall further be conducted/ performed by the Officers as under :

S. No.	Name of Officer/Official	Designation	Jobs/ Activities Assigned	Reporting Officer
1	Ms. Sonia Rani	Joint Director (Systems)	NCPUL-Facility Management	Sh. Amitabh Garga, Additional Director (Technical)
2	Sh. Digvir Singh Raina	Technical Officer	Facility Management Group (FMG)	Sh. Amitabh Garga, Additional Director (Technical)
3	Ms. Geeta Suri	Data Entry Operator 'F'	NCPUL -Exam	Ms. Anita Sharma, Additional Director (Systems)
4	Ms. Shobha Thakur	Data Entry Operator 'F'	Data Digitization work and handing over & receiving data of various Billing Projects at IETE, Sector 30, Chandigarh	Sh. Tarsem Lal Sharma, Additional Director (Systems)
5	Ms. Anita Sharma	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
6	Ms. Nisha Garg	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
7	Ms. Santosh Kumari	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
8	Ms. Rita Jindal	Data Entry Operator 'F'	NCPUL Exam	Ms. Anita Sharma, Additional Director (Systems)
9	Ms. Balwinder Kaur	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
10	Ms. Nisha Sharma	Data Entry Operator 'F'	NCPUL-Facility Management	Sh. Amitabh Garga, Additional Director (Technical)
11	Ms. Chander Preet Kaur	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
12	Ms. Manju Bala Bhardwaj	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
13	Ms. Rose Marry Daniel	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
14	Ms. Sangeeta Sharma	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)

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26/3/19

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26/3/19

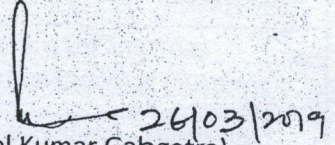
S. No.	Name of Officer/Official	Designation	Jobs/ Activities Assigned	Reporting Officer
15	Ms. Sukhminder Kaur	Data Entry Operator 'F'	Data Digitization work and handing over & receiving data of various Billing Projects at IETE, Sector 30, Chandigarh	Sh. Tarsem Lal Sharma, Additional Director (Systems)
16	Ms. Manju Katyal	Data Entry Operator 'F'	Data Digitization work and handing over & receiving data of various Billing Projects at IETE, Sector 30, Chandigarh	Sh. Tarsem Lal Sharma, Additional Director (Systems)
17	Ms. Kiran Minhas	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
18	Ms. Jinder Pal Kaur Sains	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
19	Ms. Shabnam Sharma	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
20	Ms. Anita Rani Bansal	Data Entry Operator 'F'	Maintenance and completion of Training related record for both locations of NIELIT Chandigarh i.e at Permanent Campus Ropar and Sector 30, Chandigarh	Dr. Manish Arora, Additional Director (Systems)
21	Ms. Vinod Kumari	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
22	Ms. Rajinder Kaur Gill	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
23	Ms. Satinder Kaur	Data Entry Operator 'F'	Training Activities	Dr. Manish Arora, Additional Director (Systems)
24	Ms. Renu Gupta	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
25	Ms. Nisha Rani	Data Entry Operator 'F'	NCPUL Exam	Ms. Anita Sharma, Additional Director (Systems)
26	Ms. Kulwant Kaur	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
27	Ms. Jasvir Mutneja	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
28	Ms. Sushma Rani	Data Entry Operator 'F'	NCPUL-Facility Management	Sh. Amitabh Garga, Addit Director (Technical)


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S. No.	Name of Officer/Official	Designation	Jobs/ Activities Assigned	Reporting Officer
29	Ms. Renu Kapur	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
30	MS. Jasvir Kaur	Data Entry Operator 'F'	Admn. Section	Sh. Susheel Kumar Gabgotra, Additional Director (P&A)
31	Ms. Sangeeta Sandhu	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
32	Ms. Raman Marya	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
33	Ms. Anita Thakur	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
34	Ms. Davinder Kaur	Data Entry Operator 'F'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
35	Ms. Lalita Vohra	Data Entry Operator 'E'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)
36	Ms. Rajinder Kaur	Data Entry Operator 'E'	Billing	Sh. Tarsem Lal Sharma, Additional Director (Systems)

Officers at Sr. Nos. 4, 15 & 16 will perform their duties from IETE Building , Sector 30, Chandigarh.

The above Orders are issued with the approval of Director, NIELIT Chandigarh and are applicable with immediate effect .


 (Susheel Kumar Gabgotra)
 Additional Director (P&A)

Copy to :

1. Director 's Office
2. Additional Directors (Admn./Technical/Systems)
3. Financial Controller
4. Joint Directors (Technical/(Systems) –Sh. Gurpreet Singh, JD (S) –for uploading the Officer Order on website of the centre
5. Vigilance Officer
6. Concerned Officer(s)
7. Notice Board (s)