

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. No. DOEACC/CCU/MIS/35/05/11887

10/10/2017

OFFICE ORDER

With the approval of the Competent Authority, the following employees working as Senior Private Secretary in NIELIT Headquarters are granted the functional designation of Senior Private Secretary/ Assistant Director, along with posting in the Wing/ Section with Reporting Officer as mentioned against each, with immediate effect: -

S No	Name of the Employee	Reporting Officer, Wing/ Section
1.	Smt Shashi Sharma	Head of Technical Wing, Technical Wing
2.	Smt. Lalita Sharma	Registrar, P&A Wing/ CPIO
3.	Smt. Kavita Kasturia	Registrar, P&A Wing
4.	Smt. Bharti Mehta	CFO, Finance Wing
5.	Smt. Aarti Mittra	Registrar, P&A Wing
6.	Smt. Kavita Bhatnagar	CFO, Finance Wing
7.	Smt. Kanchan Panwar	Controller of Examinations, Examination Wing
8.	Smt. Neelu Bali	Staff Officer to Director General, DG Secretariat


(Janak Raj)
Registrar

To

The concerned employees

Copy to: -

1. Executive Directors/ Directors/ Directors-in-Charge, NIELIT Centres
2. All Head of Wings, NIELIT Headquarters – *with a request to allocate/ assign additional Assistant Director level duties and responsibilities to the concerned employees*
3. ✓ NIELIT's website In-Charge, NIELIT Headquarters – *for updating website accordingly.*
4. Notice Board, NIELIT Headquarters
5. Office Order File/ Guard File

Copy only for kind information to: -

1. Staff Officer to the Director General, NIELIT
2. CVO, NIELIT