

An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India
 NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

File No. 64(4)/2019 – NIELIT

05.08.2020

OFFICE MEMORANDUM

In partial modification of OM of even number dated 23/01/2020 & 05/02/2020 regarding reporting structure in NIELIT Headquarters, the following items may be read as under in the Para 1 of the OM dated 23/01/2020 :-

1. PERSONNEL & ADMINISTRATION (P&A) WING		
1.1.1 (C)	Sh. Jaswant Singh, Assistant Director (Admn)	<ul style="list-style-type: none"> • Recruitment of regular manpower • Manpower status of NIELIT • Supervision of Sh. Lakhan Singh, Assistant in respect of recruitment and manpower status related activities.
1.1.1 (D)	Sh. Naveen Kumar Aggarwal, Assistant Director (Admn.)	<ul style="list-style-type: none"> • All matters pertaining to recruitment of contractual manpower engaged directly by NIELIT on term-contract basis • Grievances & Vigilance - related matters • Coordination with centres regarding P&A matters • Reports & Returns to MeitY (yearly/half yearly/ quarterly) • Assisting Appellate Authority • The work of dealing with the complaints received in respect of the Wings • Miscellaneous matters (Direct reporting to the Registrar in respect of grievances, vigilance & AA RTI matters)
1.1.1 (F)	Sh. Lakhan Singh, Assistant	<ul style="list-style-type: none"> • Files & records management for P&A Wing, except for Personal Files and Service Books of the regular employees in NIELIT Headquarters • Assisting Sh. Jaswant Singh, Assistant Director in Recruitment and manpower status related activities

Note: - Addition(s)/ modification(s) mentioned in bold in the table above for convenient ready reference.

2. The OM may be read as modified to the above extent only.



(Janak Raj)
Registrar

To the concerned employees

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Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings/ Divisions/ Sections, NIELIT Headquarters
- (3) Webmaster, NIELIT Headquarters - *for uploading on NIELIT's website*
- (4) Notice Board
- (5) Guard File/ Office Order File