

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

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

दिल्ली केन्द्र / Delhi Centre

द्वितीय मंजिल, पार्सवनाथ मेट्रोमॉल, इंदरलोक मेट्रो स्टेशन, इंदरलोक, दिल्ली-110052
 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052

Phone : 011-23644849
 011-23644149 } EPABX
 011-23652370
 011-23644850
 011-23655083
 E-mail : delhi@nielit.gov.in
 dir-delhi@nielit.gov.in

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21st December 2020

OFFICE ORDER

SUBJECT: Restructuring the activities of NIELIT Delhi Centre.

In partial modification of office order of even number dated 1st January 2018, the duties and responsibilities of the officers/officials have been re-assigned as per the requirements of the Centre with effect from 1st January 2021, as under:

Shri Shameem Khan, Director In-charge		Head of the Centre.
<i>I. FINANCE & ADMINISTRATION SECTION</i>		
Shri Arvind Rawat, Deputy Director		All the matters pertaining to Finance and Administration Sections Any other work assigned by DIC.
<i>Finance Section</i>		
[i]	Smt. Kavita Bhatnagar, P.P.S./Deputy Director	All Financial matters. Any work assigned by the Section Head/DIC.
[ii]	Shri Maneesh Bhatia, Assistant Director	Custodian of all cheque books, bank records and FDRs. Any work assigned by the Section Head/DIC.
[iii]	Shri Prabhash Pandey, Sr. Assistant	All Financial matters. Any work assigned by the Section Head/DIC.
[iv]	Shri Arvind Pandey, Sr. Technical Asstt.	All Financial matters. Any work assigned by the Section Head/DIC.
<i>Administration Section</i>		
[i]	Smt. Neelu Bali, Sr. P.S./Asstt. Director	All matters of P&A, Custodian of All service records of regular employees. Sr. PS to Director In-charge. Any work assigned by the Section Head/DIC.
[ii]	Shri Shahnawaz Ali, MTS	Receipt and despatch of Dak. Any work assigned by the Section Head/DIC.

Rawat
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II. TRAINING SECTION

<u>Head of the Section</u>	Smt. Sheetal Chopra, Scientist-E/Additional Director	1. All the activities pertaining to Training Section. 2. New project proposals to MeitY/other ministries for funding, ISEA training, Accreditation of NSQF courses, Coordination for faculty development programmes/training, FUTURE SKILL Project, Swachh Bharat, Website & social media updation, etc., any other work assigned by DIC. 3. Minimum Budgetary Target of Section-15 Cr p.a. (Apprx.). 4. Section Heads will assign individual targets to all officers of the level of Assistant Directors and above working under them.
[i]	Smt. Alpana Agrawal, Sc.-D/Joint Director	1. All training activities and projects. 2. Any other work assigned by the Section Head and DIC.
[ii]	Smt. Kanchan Rani, Sc.-D/Joint Director	
[iii]	Shri Partho P. Adhikari, Sc.-D/Joint Director	
[iv]	Smt. Swapnali Naik, Sci-D/Joint Director	
[v]	Shri Ahseesh Gupta, Sc.-C/Deputy Director	
[vi]	Smt. Shaweta Sharma, Sc.-C/DD (Tech)	
[vii]	Shri Amit Jain, Deputy Director	
[viii]	Shri Parveen Kumar Badhan, Scientist-B/Asstt. Director	
[ix]	Smt. Damandeep Kaur, Sr. Technical Officer	
[x]	Shri Ankur Pruthi, Sr. Technical Officer	
[xi]	Smt. Sangeeta Yadav, Sr. Technical Asstt.	
[xii]	Smt. Monika Dhawan Gorai, Jr. Asstt.	

III. RECRUITMENT, THIRD PARTY EXAM & SOFTWARE SECTION

<u>Head of the Section</u>	Shri M.S. Nandi, Joint Director	1. All the activities related to Recruitment/Third Party Examination, Software Section. 2. Minimum Budgetary target -(15-18 Cr) annually and Section Heads will assign individual targets to all officers Assistant Directors and above working under them.
[i].	Shri Sushil Surana, Sc.-D/Joint Director	1. All the activities pertaining to Recruitment/Third Party Examination, Software. 2. Any other work assigned by the Section Head/DIC.
[ii]	Shri Ashwani Kumar Tickoo, Sc.-D/Joint Director	
[iii]	Smt. R. Lakshmi, Pr. Technical Officer	
[iv]	Shri Ashish Raturi, Scientist-B	
[v]	Shri Arif Khan, Sr. Technical Officer	

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[vi]	Smt. Shivani Sharma, Technical Officer	
IV. <u>FACILITY MANAGEMENT SECTION</u>		
Head of the Section	Shri Akash Sharma, Sc.-D/Joint Director	1. Manpower activities, development of in-house software of Facility manpower, FUTURE SKILL Project, empanelment related activities of the Manpower Section. 2. Minimum Budgetary target –(40 Cr) annually and Section Heads will assign individual targets to all officers Assistant Directors and above working under them.
[i]	Shri Nilesh Varshney, Scientist-B	All the activities pertaining to Facility Management. Any work assigned by Section Head/DIC.
[ii]	Smt. Supneet Sharma, DEO-F	
[iii]	Shri Dheeraj Sharma, Assistant	
V. <u>PROCUREMENT/MAINTENANCE/LEGAL/PGO</u>		
Head of the Section	Shri B.B. Dua,, Scientist-E/Addl. Director	1. All the matters pertaining to procurement, maintenance, Legal, PGO. 2. Any other work assigned by DIC.
[i]	Smt. Kalpna Dudeja, Assistant Director	Purchase and procurement, maintenance. Any other work assigned by the Section Head/DIC.
[ii]	Smt. Kavita Kasturia, Sr. P.S./Asstt. Director	<i>Independent charge of PIO</i> , Handling Gem Portal & other activities related to legal and PGO. Any other work assigned by the Section Head/DIC.
[iii]	Shri Birendra Prasad, Sr. Assistant	Stock maintenance. Any other work assigned by the Section Head/DIC.

Additional responsibilities/assignments:

[i]	Smt. Shaweta Sharma, Sc.-C/Dy. Director	Will continue with DGCA activities presently being looked after by her till further orders.
[ii]	Smt. R. Lakshmi, Pr. Technical Officer	Implementation of e-Office, FTMS, Digitisation of documents/data, maintenance of existing internal software for manpower and accounts.
[iii]	Smt. Kavita Bhatnagar, PPS/Dy. Director	Implementation of official language [Hindi].
[iv]	Shri Ashish Raturi, Scientist-B	Centre's Network & Internet Management.
[v]	Shri Nilesh Varshney, Scientist-B	Independent charge for Conduct of all online exams for digital literacy course [BCC/CCC/BCAS etc.].
[vi]	Shri Arif Khan, Sr. Technical Officer	Management of Biometric Attendance System.

2. Interchanging the activities/duties among the officers will be effective from 1st January 2021. During the period of interchanging the activities, the concerned officer[s] will handover/receive the files/documents with list thereof from the concerned officers and will get acquainted with the activities being handled by them.

Shaweta
21/12/20

3. Following Committee has also been constituted as indicated below, for regular and close monitoring of the activities of the Centre. The Committee will submit action taken report to the Director In-charge on quarterly basis:

[i] Centre Review Committee

Director In-charge	-Chairman
Addl. Directors/Jt. Directors/Dy. Directors, PTO,AD	-Members
Dy. Director [Fin. & Admin.]	-Member Secretary

[ii] e-Waste, Weeding out & Disposal Committee:

Shri B.B. Dua, Sc.-E/Additional Director	-Chairman
Shri Arvind Rawat, Dy. Director [Fin. & Admin.]	-Member
Smt. R. Lakshmi, Pr. Tech. Officer	-Member
Shri Ankur Pruthi, Sr. Tech. Officer	-Member Secretary

[iii] Parliament Questions / MeitY/HQs.matters, reports etc.:

Shri Partha P. Adhikari, Sc.-D/Joint Director	-Nodal Officer
Smt. Alpana Aggrawal, Sc.-D/Joint Director	-Link Officer

All Section-heads will provide the requisite data as and when required.

[iv] Infrastructure Review Committee:

Shri B.B. Dua, Sc.-E/Addl. Director	-Chairman
Shri M.S. Nandi, Joint Director	-Member
Shri Sushil Surana, Sc.-D/ Joint Director	-Member
Shri Arvind Rawat, Dy. Director [F&A]	-Member Secretary

[v] Debtors Realization Committee:

Smt. Sheetal Chopra, Sc.-E/Additional Director	-Chairperson
Shri Ahseesh Gupta, Sc.-C/Deputy Director	-Member
Shri Maneesh Bhatia, Asstt. Director [Fin.]	-Member
Shri Prabhash Pandey, Sr. Asstt.	-Member Secretary

4. In addition to the above, Section Heads, Additional Directors, Joint Directors and Deputy Directors have to generate the business for various activities as assigned by Section Head/DIC.

5. Consequent upon interchanging the duties and responsibilities, the Project Incharge will be responsible for realization of debtors standing as on date during their functioning as Incharge of the Section and they will make efforts for realization of the debtors. **It will be the duty of all the concerned officers to take over and hand over their charge in time bound manner but not later than 31st December 2020.**

6. This is issued with the approval of the Director In-charge.


21-12-2020

(Arvind Rawat)

Deputy Director (Fin. & Admin.)

All the employees of NIELIT Delhi Centre.

Copy for information to:

1. Director In-charge
2. Vigilance Officer, Delhi Centre