



**National Institute of Electronics and Information Technology
(NIELIT)**

SRINAGAR/JAMMU

New Campus, University of Jammu, Dr. B. R. Ambedkar Road, Jammu – 180 006.

No. : 15/2021

Dated : 22.07.2021

OFFICE ORDER

Following Staff members of NIELIT J&K are retiring from their services on attaining the age of superannuation:

S.No.	Name & Designation of the employee	Date of Retirement
1.	Sh. Ramesh Chand, Senior Asstt.	31.08.2021
2.	Sh. Jai Gopal Khurana, Joint Director (Tech.)	31.10.2021
3.	Sh. Shukdev Koul, Deputy Director (Admn.)	31.10.2021

In this regard, I am hereby directed to mention here that the Official / Officer stated at S.No.1 & 2 shall hand over their charge, official files and other material issued / standing in their name as under :

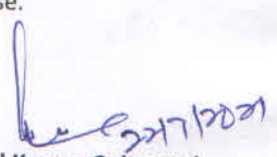
The official at S.No.1 shall handover all the charge pertaining to reprographic section to Sh. Kishor Chand, Sr. Asstt. with immediate effect. Accordingly Sh. Kishore Chand shall shift his seating arrangement to reprographic room on resumption of duties by Sh. Kuldeep Raj, AD (Admn.). Sh. Kishor Chand shall perform the duties of reprographic section in addition to his existing duties and responsibilities.

The Officer at S.No.2 shall handover his charge, files and other material lying under his possession as under :

- (i) All the charge / material / files and other data/record pertaining to SC SP/TSP section shall be handed over by him to Ms. Sarita Kaur, Deputy Director (Tech.)
- (ii) All the charge / material / files and other data/record pertaining to NSIC inspection and Hardware Accreditation shall be handed over by him to Sh. Rajneesh Raina, Deputy Director (Tech.).
- (iii) All the charge pertaining to PC Hardware/mobile Lab alongwith equipment lying in the said lab as per store records shall be handed over by him to Sh. Sanjay Moza, Sr. Tech. Officer.

The directions pertaining to handing over charge by Officer at Sr. No.3 shall be issued in the due course.

This issues with the approval of Director-in-Charge, NIELIT J&K.


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

Copy to :

1. All the members as stated in this office order
2. Sh. Phuntosog Toldan, Officer-In-Charge, NIELIT Sub Centre, Leh
3. Sh. Ashaq Hussain Dar, Officer-in-Charge, NIELIT J&K Srinagar
4. Sh. Nirmal Jit Kalia, AD (Admn.) for information and record.
5. Sh. Arun Misri, Sr. Tech. Officer (Stores) for information.
6. Sr. PS to Director-in-Charge, NIELIT J&K
7. Sr. PS to Executive Director, NIELIT Calicut
8. Hindi Officer for issue of hindi version of this office order
9. Ms. Kanchan Koul for uploading this office order on Website
10. Concerned Files