

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,
J&K**

No. 9/21

Dated: 22.04.2021

OFFICE ORDER

In the interest of smooth functioning of NIELIT, J&K and in view of retirement on Sh. Shukdev Kaul, Deputy Director (Admn.) scheduled on attaining the age of superannuation on 31st October, 2021, following duties and responsibilities are assigned to NIELIT, J&K staff posted at Jammu with immediate effect:

Sr.No.	Name and Designation	Duties and Responsibilities
1.	Sh. Rajneesh Raina, Deputy Director (Tech.)	Will act as Grievance Officer for NIELIT J&K Jammu in addition to his existing duties and responsibilities.
2.	Sh. Nirmaljit Kalia, Assistant Director (Admn.)	In addition to his existing duties and responsibilities, He will look after duties pertaining to Security, Transport, Court Cases of NIELIT, J&K, Jammu Centre. He will also deal with providing inputs on various queries pertaining to administration matters as raised by PIO, NIELIT, J&K Jammu from time to time for the purpose of compilation of reply on various RTI's pertaining to administration, recieved by the Centre.

This issues with the approval of Director-In-Charge, NIELIT Srinagar/Jammu


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

Copy to:

1. Sh. Rajneesh Raina, Deputy Director (Tech.)
2. Sh. Nirmaljit Kalia Assistant Director (Admn.)
3. Sh. Shukdev Kaul, Deputy Director (Admn.)
4. Personal file of the individuals
5. Officer Incharge, NIELIT Srinagar
6. Officer Incharge, NIELIT Sub Centre Leh & Kargil
7. Website Incharge for uploading this order on the Website
8. Director-In-charge, NIELIT, J&K
9. Executive Director, NIELIT Calicut, for kind information.
10. Registrar, NIELIT, HQ, New Delhi, for kind information.
11. Hindi Officer- for issue of this Office Order in Hindi version
12. Notice Board