

## राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रोद्योगिकी संस्थान, श्रीनगर / जम्मू National Institute of Electronics & Information Technology, Srinagar/Jammu

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No. 10/2021

Date: 11.06.2021

## **OFFICE ORDER**

In response to the guidelines issued by NIELIT HQ vide Office Memorandum No.I-30016/1/2014-E-Governance & Project Coordination Division dated 9<sup>th</sup> June 2021; Sh. Anil Raina, Joint Director (Technical), NIELIT J&K has been designated as Head (Academic) for NIELIT J&K. In addition to his existing duties and responsibilities, he will also facilitate all the issues related to academic activities held/undertaken by NIELIT J&K at all the locations. All the concerned HoD's posted at various locations under NIELIT J&K including Jammu, Srinagar, Leh & Kargil shall route all the correspondence/communication related to academics through Sh. Anil Raina, Joint Director (Technical) only.

Sh. Anil Raina, Joint Director (Technical), NIELIT J&K will also coordinate with NIELIT HQ for all the matters related to academics including syllabus of courses (Formal/Nonformal/Skill based), NSQF alignment, Capacity Building Projects, Skill Development matters etc.) pertaining to NIELIT J&K.

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

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

## Copy to:

- 1. All the Concerned staff members of NIELIT J&K posted at Jammu, Srinagar, Leh & Kargil.
- 2. Officer-in-Charges, NIELIT Srinagar & Sub Centre Leh for communicating to concerned HoD's of their respective Centres/Sub-Centres.
- 3. Administration / Finance Division, NIELIT J&K, Jammu, Srinagar & Leh
- 4. Notice Board
- 5. Hindi Officer for Translation in Hindi.
- 6. Ms. Shivani Rometra / Ms. Kanchan Koul with instruction to be uploaded on our official website.

## Copy to PS for kind information of:

- 1. Executive Director, NIELIT Calicut
- 2. Registrar, NIELIT HQ New Delhi
- 3. Director-in-Charge, NIELIT J&K