

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

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

Department of Electronics and Information Technology (DeitY)

Ministry of Communications and Information Technology, Government of India

Ref.No.DOEACC/CCU/ESTT/15/04/२३

Dated 7th July, 2015

OFFICE ORDER

Consequent upon joining of Shri Janak Raj as Registrar, NIELIT, the job assignments pertaining to Personnel and Administration including Management of the Organisation is redistributed as under with the approval of competent authority:

Shri B.N. Choudhury, Addl. Director (Admn), Establishment & Personnel Wing:

- All matters relating to establishment including Personnel Policies and Recruitment Rules.
- Creation/abolition of Posts in NIELIT
- Manpower Planning/Deployment and Recruitment
- Service matters of the employees
- Maintenance of Service Records – Service Books and Personnel files of employees in Headquarters as well as the Directors and Directors-in-Charge of Centres.
- Maintenance of APRs/AWRs of the employees in Headquarters as well as the Directors and Directors-in-Charge of Centres.
- Planning and Conducting DPCs Under MFCS/POP/MACP
- Matters concerning clearance/extension of Probation of employees in Headquarters and Directors of Centres.
- Matters concerning Medical Attendance and Medical Reimbursement.
- All matters concerning observance of Punctuality, Discipline and Decorum in Office.
- Management and maintenance of Leave Record of employees in NIELIT Headquarters and Directors/Directors-in-Charge of Centres.
- Maintenance of Reservation Roasters.
- Nomination of Headquarters' representative for DPCs under POP in Centres.
- Recruitment examinations for Deity and its attached Offices and Statutory bodies, if assigned to NIELIT.
- Submission of periodical reports and returns to DeitY and other authorities on the related matters
- Management and Administration of other non-technical activities of NIELIT as assigned by higher authorities from time to time.

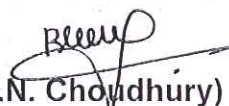
Shri Janak Raj, Registrar, Administration Wing:

- All matters relating to Meetings of Governing Council.
- All matters relating to Meetings of Management Board.
- Reconstitution of Governing Council.
- Reconstitution of Management Board
- Reconstitution of Academic Advisory Committee, Examination Board(s), Syllabus Committee(s), etc.

- f) All matters concerning Executive Committees of Centres.
- g) To serve in the Executive Committees of Centres in coordination with CFO as decided by MD from time to time.
- h) Procurement of Goods and Services and to serve as Member-Secretary, Centralised Purchase Committee.
- i) Provision of Vehicles, Telephones/Mobile/Internet Facilities in Office as well as residences of Officers in NIELIT Headquarters
- j) Provision and maintenance of Office Equipment in NIELIT Headquarters.
- k) Matters concerning empanelment of placement agency and sourcing of manpower from the empanelled vendor;
- l) Disciplinary/Vigilance Matters concerning personnel of NIELIT
- m) House keeping of office premises including Civil/Electrical Maintenance of office premises in possession of NIELIT Headquarters
- n) Deployment of Observers for O/A/B/C Level (IT Courses) Theory & Practical Examinations;
- o) Protocol Services including booking of Air Tickets for domestic as well as International Travel by NIELIT employees for official purposes.
- p) Submission of periodical reports and returns to DeitY and other authorities on the related matters
- q) Staff Grievances and matters concerning welfare of employees in NIELIT Headquarters including settlement of bills of Canteen.
- r) All matters concerning Security including Entry and exit passes for employees and materials as also to be the Chief Security Officer of NIELIT Headquarters.
- s) All matters concerning implementation of Official Language (Hindi Section)
- t) All matters concerning receipt and dispatch (Dak Section)
- u) Submission of periodical reports and returns to DeitY and other authorities on the related matters
- v) Management and Administration of other non-technical activities of NIELIT as assigned by higher authorities from time to time

2. As a consequence of above distribution, the employees listed in Annexure to this Order shall report to Shri Choudhury and Shri Janak Raj through their existing channel of submission or the channel as may be decided by respective Heads of Wings.

3. Shri Choudhury and Shri Janak Raj shall be Link Officers for each other and shall independently report to Managing Director.


(B.N. Choudhury)
Addl. Director (Admn)

1. The Officers concerned
2. Directors/Directors-in-Charge of all NIELIT Centres.
3. All Heads of Wings in NIELIT Headquarters
4. IT Infrastructure Section – for publication on NIELIT Website.

Copy for kind information to:

1. TSO to MD
2. CVO, NIELIT.