

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

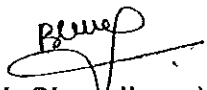
Ref.No.DOEACC/CCU/ESTT/15/04/820

Dated 27<sup>th</sup> July, 2015

OFFICE ORDER

In partial modification of Office Order of even no. dated 7<sup>th</sup> July, 2015 regarding distribution of duties and responsibilities between Shri B.N. Choudhury, Addl. Director (Admn) and Shri Janak Raj, Registrar, the competent authority has decided to transfer Ms. Mita Purohit, Asstt. Director alongwith the following items of work from Establishment and Personnel Wing under Addl. Director (P&A) to Administration Wing under Registrar, who shall continue to have charge of all items of work listed in Office Order dated 7<sup>th</sup> July, 2015 and the activities listed below are in addition to the duties already allocated to him:

- a) All matters related to establishment for Non-S&T employees;
  - b) All matters related to maintenance of Service Records including Service Books, Personal Files, APARs, etc. in respect of Non-S&T employees.
  - c) All service matters of non-S&T employees.
2. Consequently, all matters related to S&T employees and posts shall be dealt with by Addl. Director (Admn) and all matters related to Non-S&T employees and posts shall be dealt with by Registrar.
3. Office Order of even no. dated 7<sup>th</sup> July, 2015 stands modified to the extent indicated above.
4. IT has further been decided that Shri Lakhan Singh, Assistant who is posted in E&P Wing shall also assist Admn, Wing. However, for all administrative purposes such as sanction of leave, APAR etc he will continue to be in the strength of E&P Wing.

  
(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, NIELIT
2. CVO, NIELIT.