

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)

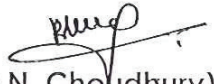
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India

Ref No .1(35)2014-NIELIT(Pt.)/836

July 27, 2015

**OFFICE MEMORANDUM**

With the approval of competent authority, it has been decided that consequent upon transfer of Shri M.S. Nandi, Jt. Director to NIELIT Centre Ranchi vide Office Order of even no. dt. 21.07.2015, the duties and responsibilities looked after by him in Headquarters, except that of Public Information Officer under RTI Act., shall be looked after by Ms Chetna Rathore, Dy. Director (Tech.) in addition to her existing duties and responsibilities till further orders.

  
(B.N. Choudhury)  
Addl. Director (P&A)

1. Shri.M.S. Nandi, Jt. Director
2. Smt. Chetna Rathore, Dy. Director (Tech.)
3. Dr. Sanjeev Kumar Gupta, Addl.Dir (Tech). – with a request to relieve Shri Nandi of his duties in NIELIT Headquarters at the earliest.
4. All Heads of Wings in NIELIT HQ
5. Chief Finance Officers/ JD(Fin.), NIELIT Headquarter
6. IT Infrastructure Section : For updation of website.
7. Personal File/ Service Book of the concerned employee / Guard File

Copy for kind information to:

1. Managing Director, NIELIT, New Delhi
2. Chief Vigilance Officer/ Vigilance Officer, NIELIT