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

No. DOEACC/CCU/EST/16/2004|१३६   24/08/2015

OFFICE MEMORANDUM

Shri Shameem Khan, Joint Director (Technical) is nominated as **Liaison Officer** for SCs/STs/OBCs for NIELIT, Headquarters with immediate effect. The duties of the Liaison Officer will be as under:-

   i.   To ensure due compliance by the subordinate authorities in respect of reservation orders and other benefits admissible to SCs and STs.

   ii.   To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministry/Department and consolidation of the annual statements.

   iii.   To liaise between the Ministry/Department and Centres for providing required information, answering queries and clearing doubts.

   iv.   To conduct annual inspection of the Reservation Registers/Rosters being maintained by NIELIT Centres and Headquarters.

2.   While functioning as Liaison Officer for SC/ST/OBC, Shri Shameem Khan shall ensure compliance of all instructions/orders issued by Govt. of India from time to time. This assignment is in addition to Shri Shameem Khan's existing duties and responsibilities.

(Janak Raj)
Registrar

Shri Shameem Kham
Joint Director (Systems)
NIELIT Headquarters, New Delhi

Copy to:

   1. Director/Director-in-charge, All NIELIT Centres
   2. All HOWs, NIELIT HQs
   3. TSO to Managing Director, NIELIT
   4. Shri B. B. Dua, Joint Director (Systems), NIELIT Aurangabad Centre
   5. Personal file of Shri Shameem Khan, JD (Systems)
   6. Guard file

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ काम्पलेक्स, लोदी रोड, नई दिल्ली—110 003

Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110 003

दूरभाष / Telephones - 011-24363330-1-2, 24366577-79-80 फैक्स/Fax - 011-24363335, 24363937

वेबसाइट/Website - www.nielit.in