

National Institute of Electronics & Information Technology, J&K  
SIDCO Electronics Complex, Old Airport Road, Rangreth, Srinagar-191 132.  
New Campus, University of Jammu, Dr. Ambedkar Road, Jammu-180 006.

Ref. No 18/2019

Dated: 2<sup>nd</sup> July 2019

### Office Order

In the interest of Administration , regarding smooth functioning Two Diesel Gen Sets installed in this Centre, I am directed to inform that Maintenance of Two Diesel Gen sets shall be looked after by **Sh. Harveer Singh Helper (Technical) on Contract in coordination with Distributor under the supervision of Sh. Anil Raina JD (Technical) of this Centre.**

Log Book shall be maintained by **Sh. Harveer Singh. Helper(Technical)**

Purchase of Diesel for Gen Sets will be looked after by **Sh. Kishor Chand Sr. Asstt** of this Centre, however **Sh. Kishor Chand** will maintain proper record of Diesel purchased by him and also ensure that proper gate entry has been done by Security Guard on duty for all purchases of Diesel for Gen sets. **For purchase of Diesel Sh. Kishor Chand will be given an advance of Rs. 5000/- (Rupees five thousand) on recoup basis.**



Shukdev kaul  
Dy. Director(Admn)

Copy for information to:-

1. Sr.Ps to Director In-Charge for information of Director-in-Charge
2. All Staff members for information
3. Sh. Anil Raina JD(Technical)
4. Sh. Kishor Chand
5. Sh. Harveer Singh
6. Security at entrance of NIELIT building
7. Notice board
8. Office website
9. Hindi Officer for translation in Hindi
10. Accounts for information