



रा. इ. सू. प्रौ. सं.  
**NIELIT**

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)  
(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)  
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

कोलकाता  
Kolkata

NIELIT/Kol/D-3/6/23/88  
2<sup>nd</sup> May 2023

### OFFICE ORDER

In pursuance of NIELIT HQ Office Order No. A-22012/1/2023-O/o Registrar (E99721) dated 01.05.2023 with regard to transfer of Shri Susovan Chaudhuri, Assistant Director (Finance) from Kolkata Centre to Kohima Centre, the activities assigned to him are hereby transferred and entrusted to the following employees of the Centre, for ensuring smooth, proper and timely charge handing over/ taking over of the activities:

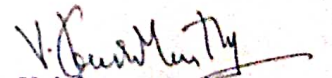
S. No.	Activities	Charges Assigned to
1.	Preparation of monthly IEBR & Budget	Shri Ditu Das, Sr. Assistant (Accounts)
2.	SC/ST Claim Submission	
3.	GST related work (Monthly payments, returns, ITC credit, maintenance of related records, etc.)	
4.	Maintaining of NPR documents/ related work	Md. Ahetesham, Assistant (Accounts)

The employees are required to first properly hand/take over the pending activities, all registers and files etc in their custody or under their charge besides preparing a list of important and time bound papers/matters so that the records remain in proper custody at all times and no important and time bound case remains unattended or delayed. In addition to this, Sh. Chaudhuri may kindly brief all activities undertaken by him to the employees taking charge which will enable them to separately prepare a list of receipts/files/matters of urgent nature, court cases, and other important matters, which need to be attended to without delay by his successor.

The above employees will continue to handle their already allotted activities under their respective groups. Moreover, all the employees are required to do any other work assigned by the Executive Director/ Competent Authority from time to time.

Shri Susovan Chaudhuri should ensure smooth, proper and timely handing over of the charge by 03.05.2023 or earlier and taking over of the charge at the new place of posting not later than 11.05.2023.

The overall charge as Head of the Finance & Accounts Section of the Centre is hereby entrusted to Dr. Kalyan Baital, Scientist-D in addition to his existing duties and responsibilities. The Finance & Accounts Section employees posted at the JU Campus of the Centre will report to Dr. Baital for the time being. An Office Order will be issued shortly mentioning the new reporting and restructuring of the activities.

  
(V. Krishnamurthy)  
Executive Director

To:

- ✓ Dr. Kalyan Baital, Scientist-D
- Shri Susovan Chaudhuri, Assistant Director (Finance)
- Shri Ditu Das, Sr. Assistant (Accounts)
- Md. Ahetesham, Assistant (Accounts)

Copy for information to: 1. Registrar, NIELIT  
2. Personal Files of the concerned  
3. File

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