

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
(NIELIT) CHANDIGARH**

NIELIT/CH/ADMN-02/2021/ 9881

1<sup>st</sup> October, 2021

**OFFICE ORDER**

Consequent upon transfer of officers to other NIELIT Centres, activities, presently, being handled by Shri Amitabh Garga, Scientist 'E' and Ms. Anita Sharma, Scientist 'E' are, hereby, assigned to the following Officers, in addition to their existing duties and responsibilities :

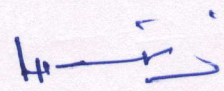
S. No.	Activities Assigned	Name of Officer and Designation	To be assisted by
1	All work relating to building projects including repair, maintenance and overall upkeep of Civil and Electrical Infrastructure at Ropar Campus , also as Nodal Officer of building projects	Shri Shiv Kumar, Scientist 'E'	Shri Gurinder Singh, Building Supervisor
2	Facility Management	Shri Shiv Kumar, Scientist 'E'	(i) Shri Puspinder Singh Puri, Deputy Director (Systems) (ii) Shri Digvir Singh Raina, Technical Officer
3	NCPUL-Facility Management	(i) Shri Jitendra Bhatia, Scientist 'D' (ii) Ms. Sonia Suri Scientist 'D'	(i) Ms. Sushma Rani, DEO 'F' (ii) Shri Ashwani Kumar, Finance Officer
4	NCPUL-Exam and other NCPUL Project related activities	Ms. Sunita Chib, Scientist 'D'	(i) Ms. Shaweta Sharma, Scientist 'C' (ii) Ms. Jayati Puri, Principal Technical Officer (iii) Ms. Kulvinder Kaur, Senior Technical Officer (iv) Ms. Rita Jindal, DEO 'F'
5	Work relating to Hindi Officer	Shri Rakesh Bharti, Principal Technical Officer	

Officers at Sr. No. 3 and 4 will directly report to Director, NIELIT Chandigarh.

Shri Shiv Kumar, Scientist 'E' will shift to Room No. 130 at Ground Floor.

The handing over/taking over report shall be submitted to Admn. Section by 8<sup>th</sup> October, 2021

This issues with the approval of Director, NIELIT Chandigarh .

  
(Ragini)  
Assistant Director (Admn.)

Copy to :

1. Director 's Office
2. All Scientist 'F' !
3. All Scientist 'E' ! Please bring it to the notice of staff working with you
4. Vigilance Officer !
5. Assistant Director (Finance) !
6. Concerned Officers
7. Ms. Suman, Technical Officer- for uploading this Office Order on website of the Centre
8. Notice Boards