

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT) CHANDIGARH

NIELIT/CH/ADMN-02/2021/ 11727

16th December, 2021

OFFICE ORDER

Ms. Ritu, Assistant Director (Finance), Ms. Renu Singla, Finance Officer (Admn.), Shri Jagat Ram, Finance Officer and Shri Sandeep Kumar, Senior Assistant will henceforth report to Shri Jitendra Kumar , Assistant Director (Finance).

Shri Jitendra Kumar, Assistant Director (Finance) shall perform the activities of Drawing and Disbursing Officer. He may re-allocate the work already assigned to Ms. Ritu, Assistant Director (Finance), Renu Singla, Finance Officer (Admn.), Shri Jagat Ram, Finance Officer and Shri Sandeep Kumar, Senior Assistant uniformly and shall apprise the Competent Authority latest by 20th December, 2021.

Ms. Shalini Goyal, Assistant Director (Finance) shall perform the activities as per Annexure attached.

Ms. Shalini Goyal and Shri Jitendra Kumar, Assistant Directors (Finance) will directly report to Director, NIELIT Chandigarh.

The above Orders are issued with the approval of Director, NIELIT Chandigarh and are applicable with immediate effect .



(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 Directors (Finance) !
6. Concerned Officers
7. Ms. Suman, Technical Officer- for uploading this Office Order on website of the Centre
8. Notice Boards

**Allocation of duties and responsibilities to be performed by Ms. Shalini Goyal,
Assistant Director (Finance)**

- Finalization of Accounts of Kurukshetra Centre & Accounts of NPR Projects
- Submission of various reports to NIELIT HQ regarding Debtors, utilisation of accumulation savings etc.
- Providing all guidance required for financial accounting & GST queries to NIELIT Kurukshetra
- Resolving queries raised by P&T Auditors etc. and framing replies to Audit observation raised by them
- Providing all the requisite Inputs & liaisoning with Tax Consultant for contesting old Service Tax cases.
- Handling Insurance claims (including current claim for building & equipment damaged in floods in 2019) & Renewal of Insurance policies, endorsements etc. in r/o Assets & Vehicles of the Centre
- Processing of Vendor Bills in respect of NPR Projects
- Nodal officer for debtors and Reconciliation of debtors