

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
CHANDIGARH**

NIELIT/CH/ADMN-02/2022/12300

Dated: 12th January, 2022

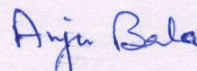
Office Order

Consequent upon transfer of Shri Shiv Kumar, Scientist 'E' to NIELIT Kurukshetra Centre vide Headquarters Order No. 1-11012/2/2020-O/o Registrar (E3589) dated 10.01.2022 and leave of Shri Gurjit Singh, Scientist 'F' from 19.01.2022 to 25.02.2022, activities presently being handled by them are hereby assigned to following Officers, in addition to their existing duties and responsibilities :

S. No.	Activities Assigned	Name of Officer and Designation	To be assisted by
1.	Training Activities	Dr. Manish Arora, Scientist 'E'	All Training staff members shall report to Dr. Manish Arora now onwards
2.	1. All work relating to Ropar Building Projects including repair, maintenance and overall upkeep of Civil and Electrical Infrastructure at Ropar Camus, also as Nodal Officer of building projects. 2. MMG Related Work	Shri Amit Jain, Scientist 'D'	Shri Jasbir Singh, Principal Technical Officer
3.	All stores of Fixed Assets	Shri Pushpinder Singh Puri, Deputy Director (Systems)	Shri Digvir Singh, Technical Officer
4.	Files of Facility Management related work shall be routed through Shri Jitendra Bhatia, Scientist 'D'		

The handing over/taking over report w.r.t. Sr. No. 2 & 3 shall be submitted to Admn. Section by 18.01.2022.

This issues with the approval of Director, NIELIT Chandigarh.


(Anju Bala)
Assistant Director (Admn.)

Copy to :

1. Director's Office
 2. Scientist 'F'
 3. All Scientist 'E'
 4. Assistant Directors (Finance)
 5. Vigilance Officer
 6. Concerned Officer
 6. Ms. Suman, Technical Officer – for uploading on Website of NIELIT Chandigarh
 7. Notice Board
- | → Please bring it in the
| notice of staff working
| under you.