

राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.) चंडीगढ़
National Institute of Electronics and Information Technology (NIELIT), Chandigarh
(इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Govt. of India)
Birla Farms, Bada Phull, Rupnagar, Punjab - 140001
Chandigarh Facility : IETE Building, Plot No. M-925, Sector-30B, Chandigarh - 160030

NIELIT/CH/ADMN-02/2023/5499

Dated: 12th September, 2023

OFFICE ORDER

With the approval of Competent Authority, the following officers have been internally transferred by creating a Software Development section keeping in view of organizational and operational requirements with the immediate effect:

- i) Ms. Meenu Mohindra, Scientist 'D'
- ii) Shri Ritu Kamal Aggarwal, Scientist 'D'
- iii) Shri Rakesh Bharti, Principal Technical Officer
- iv) Ms. Rashmi Aggarwal, Scientist 'C'

2. The Software Development Section is required to take following activities :

- a) All Recruitment Examination related activities other than result processing
- b) Online Billing activities
- c) Citizen Facilitation Centre
- d) Birth and Death
- e) Training and other activities

The software team required to take all the assigned activities in a time bound manner adhering to assigned timelines. The software needs to be made as per the guidelines of the concerned department including client. The team shall be proactive in finalizing the requirements. All the correspondence shall be done by the member of the software team with the Client Department to finalize the requirement and develop the application and generate the corresponding reports such as admit cards, attendance reports etc.

The above software team shall report to Dr. Manish Arora, Scientist 'E'.

- Note:**
- i) Dr. Manish Arora, Scientist 'E' shall continue to work as Head of Training Wing along with heading the Software Development Section & he will report to Executive Director, NIELIT Chandigarh.
 - ii) Shri Ritu Kamal Aggarwal, Scientist 'D' and Shri Rakesh Bharti, Principal Technical Officer shall complete ongoing/existing exam activities on TOP PRIORITY.

Bart
12/9/23

मुख्यालय : नाइलिट भवन, प्लॉट नंबर 3, पीएसपी पॉकेट, सेक्टर-8, द्वारका, नई दिल्ली-110077

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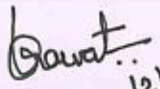
वेबसाइट/Website : http://www.nielit.gov.in/chandigarh

- iii) Ms. Rashmi Aggarwal, Scientist 'C' shall continue to do her existing duties in addition to Software development activities.
- iv) Software Development Team may be assigned other activities as deemed fit by Head of Department.

This issues with the approval of Executive Director, NIELIT Chandigarh, Ropar Campus.

To

All Concerned


(Arvind Rawat) 12/9/23
Joint Director (Admin)

Copy to:

- 1. Assistant Director (Finance)
- 2. Vigilance Officer
- 3. All Staff Members
- 4. Executive Director's Office
- 5. Ms. Suman, Sr. Technical Officer – with a request to upload on the website of the Centre.
- 6. Personal files
- 7. Hindi Section – To issue Hindi Version of the above order.
- 8. Notice Boards