

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

No. NIELIT/HQ/EST/15/04 | 818

Dated: 17th May, 2016

OFFICE ORDER

In order to re-organize various activities in NIELIT Headquarters, with the approval of Competent Authority, the job/assignments are redistributed as under:

1. Shri B. S. Shishodia, Deputy Director (Civil) will look after the activities of procurement at NIELIT HQ, in addition to his existing duties, with immediate effect. He will report to Partha P Adhikari, Deputy Director (Procurement).
2. Smt. Ranjana Gulla, Asstt. Director (Admn) is posted to procurement section of Admin Wing taking over the duties of Shri Kamal Sachdeva, Admin Officer and she will report to Shri B.S. Shishodia, Deputy Director.
3. Shri Satish Chandra Kandpal, Asstt Director (Admn), in addition to his present duties will also look after the duties of Legal Officer pertaining to all legal/court matters. For this purpose he will report to Registrar.
4. All the officers concerned shall carryout proper handing over/taking over of all files/documents etc. pertaining the duties and responsibilities being handed/taken over with a brief of important and pending tasks.


(Janak Raj)
Registrar

To,

- i) All Officers concerned
- ii) All Wing Heads
- ✓ iii) IT Infrastructure Section
- iv) Guard file

Copy for kind information to:

- DG, NIELIT
- CVO/VO, NIELIT