

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 और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. No. 1(66)/2016-NIELIT/1327

18/07/2017

OFFICE ORDER

In supersession of all earlier Office Orders issued with respect to organizational structure and delegation of powers of Director General to the officers in NIELIT Headquarters, the Competent Authority has decided the following in order to ensure smooth and speedy disposal of day to day activities in NIELIT Headquarters: -

- I. There shall be four Wings in NIELIT Headquarters to be headed by Officer(s), as per details mentioned hereunder: -

S No.	Name of Wing	Head of Wing
1.	Personnel & Administration (P&A) Wing (inclusive of Personnel, Administration, RTI Section, Purchases & Procurement Section, Legal Section and others)	Registrar
2.	Finance & Accounts (F&A) Wing	Chief Finance Officer
3.	Technical Wing (inclusive of Registration & Accreditation Section, IT Solutions Section, Projects Section, ESDM Section and others)	Head of Technical Wing
4.	Examinations Wing	Controller of Exams

- II. Internal allotment of duties and responsibilities within the Wing shall be decided by the respective Head of Wing.
- III. Smt. Chetna Singh Rathor, Jt. Director (Tech.) shall be the Head of Technical Wing. Sh. Rajneesh Kumar Asthana, Head (IT Solutions)/ Scientist 'D' and Smt. Alpana Aggarwal, Jt. Director (Tech.) shall report to the Director General through Smt Rathor. All their files shall route through Smt Rathor.
- IV. The schedule of delegation of powers of Director General to the officers in NIELIT Headquarters shall be as follows: -

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राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
An Autonomous Society under Ministry of Electronics and Information Technology

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S No	Particulars of delegated powers of the Director General	Officer(s) of NIELIT Headquarters delegated the power of Director General
1.	Power to sanction EL/HPL/EOL/ Maternity/ Paternity Leave and other regular kind of leaves, as per prevailing Leave Rules, in respect of Officers/ Officials up to the level of Dy. Director (Grade Pay Rs.6,600/- as per VI th CPC/ Level 11 as per VII th CPC)	Respective Head of Wing
2.	Power to sanction Casual Leave/ Restricted Holiday	Respective Head of Wing
3.	Power to grant permission for treatment of self or any declared family member of an employee from a CGHS empanelled hospital/ private health organization/ diagnostic laboratory/centre in Delhi & NCR	Registrar
4.	RTI disposal	Registrar/ PIO, subject to the condition that policy matters will be put up to the Director General.
5.	LTC settlement	All LTC settlement cases will be cleared at the level of Chief Finance Officer, except for special cases. LTC settlement cases requiring special relaxation shall be put up to the Director General.

- V. While sanctioning leaves to the employees under their supervisory control, the Heads of Wings shall ensure that work in their respective Wing would not suffer adversely.
- VI. Decisions taken by the officers in NIELIT Headquarters in connection with sanctioning of leave of employees up to date shall not be reopened and stand regularized.
2. This issues with the approval of the Competent Authority.


 (Janak Raj)
 Registrar

To

All NIELIT employees at NIELIT Headquarters

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Copy to: -

- (1) All HoWs, NIELIT Headquarters
- (2) Website Incharge, NIELIT Headquarters – *with a request to update NIELIT website accordingly*
- (3) Hindi Section – *with a request to Hindi translation of all forms and proformas not available in bilingual already, please.*
- (4) Gurad File/ Office Order File

Copy for kind information only: -

- (1) The Director General, NIELIT
- (2) CVO, NIELIT