

**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

No. NIELIT/HQ/EST/84/14 Vol. V/2285

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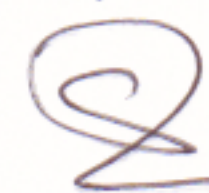
**OFFICE ORDER**

With the approval of the Competent Authority, the following transfers/postings are made with immediate effect: -

Sno.	Name and Designation of the Officer/ Official concerned	Transferred from NIELIT Centre	Transferred to NIELIT Centre
1.	Sh John G., Director, NIELIT Chennai Centre	Chennai	Calicut
2.	Sh Martin K. M., Scientist/ Engineer 'E', NIELIT Calicut Centre	Calicut	Chennai
3.	Sh D. K. Mishra, Director -in-charge, NIELIT Ranchi Centre	Ranchi	Lucknow
4.	Sh M. S. Nandi, Jt. Director, NIELIT Ranchi Centre	Ranchi	Delhi
5.	Smt Neelu Bali, Sr Private Secretary/ Assistant Director, NIELIT Headquarters	Headquarters	Delhi
6.	Smt. Kavita Kasturia, Sr Private Secretary/ Assistant Director, NIELIT Headquarters	Headquarters	Delhi
7.	Sh Naveen Kumar Aggarwal, Administrative Officer, NIELIT Headquarters	Headquarters	Delhi
8.	Sh. Aditya Pramanik, Sr. Assistant Accounts, NIELIT Kolkata Centre	Kolkata	Ranchi

2. Sh. Martin K. M., Scientist/ Engineer 'E' (Sno. 2) will be Director-in-charge of NIELIT Chennai Centre.

3. Sh. D. K. Mishra, Director-in-charge, NIELIT Ranchi Centre (Sno. 3) will be Officer-in-charge of NIELIT Lucknow (Extension) Centre. Consequent upon the transfer of Sh. Mishra, Sh. Tapas Trivedi, Joint Director, NIELIT Ranchi Centre will be Director-in-charge of NIELIT Ranchi Centre.





4. Consequent upon transfer of Smt. Neelu Bali (Sno. 5), Smt. Kanchan Panwar, Sr. Private Secretary/ Assistant Director will handle the responsibilities in Director General's Secretariat in her place.

5. The duties and responsibilities of Sh Naveen Kumar Aggarwal (Sno.7), except for manpower data, will be handled by Sh Jaswant Singh, Administrative Officer, NIELIT Headquarters assisted by Ms. Isha, Library and Information Assistant, NIELIT Headquarters. The duties as regards manpower data will be handled by Ms. Sangeeta Verma, Administrative Officer, NIELIT Headquarters.

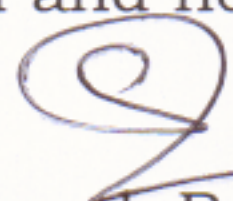
6. The duties of Smt Kavita Kasturia (Sno. 6) as regards updating of Service Books and Personal Files will be assigned back to Smt. Nidhi Jain, Administrative Officer, NIELIT Headquarters.

7. The employees at Sno. 5, 6, 7 will render the services in P&A Wing of NIELIT Delhi Centre, especially Recruitment activities being undertaken by the Centre.

8. The employees assigned duties and responsibilities in preceding paragraphs 4, 5 & 6 will handle the assigned duties in addition to their existing duties and responsibilities.

9. Transfers at Sno. 1, 3, 4, 5, 6 & 7 have been made at their own requests and will not be entitled to any benefits related to transfer. Transfers at Sno. 2 & 8 have been made in public interest and will be entitled to all transfer benefits, as per applicable Rules.

10. All concerned officers/ official shall ensure smooth and proper handing over/ taking over of charge at respective places both at old and new stations.

  
(Janak Raj)  
Registrar

To

The concerned employees

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings, NIELIT Headquarters
- (3) Respective P&A Wings and Finance Wings of the concerned NIELIT Centres.
- (4) Webmaster, NIELIT Headquarters – *for uploading on NIELIT website*
- (5) Guard File/ Office Order File

Copy for kind information to: -

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