

**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. 64(1)/2007 - NIELIT / 629

21/04/2018

**OFFICE ORDER**

With the aim of further streamlining work allocation within the organisation and allocating duties to officers/ officials with a focus on matching competencies, establishing transparency, as well as, extending exposure to new types of work to the employees, with the approval of the Competent Authority, the following transfers are made with immediate effect: -

S. No.	Name and Designation of officer/ official	Presently posted in/ Duties being handled	Stands transferred to/ Duties to be handled	Present duties & responsibilities or part thereof to be handed over to
	[1]	[2]	[3]	[4]
1.	Sh Basab Dasgupta, Jt Director	Posted with HRD Div., MeitY along with additional charge of NIELIT activities	Sh Dasgupta be relieved from all NIELIT activities to join HRD Division, MeitY with immediate effect up to 31.12.2018 or until further orders, whichever is earlier.	Charge of Registration Section and e-Waste Management Project for NIELIT be handed over to Smt Chetna Singh Rathor, Head of Technical Wing
2.	Sh Sandeep Kumar, Jt Director (Tech)	Technical Wing	In addition to his duties in Technical Wing assigned charge of: - - Public Information Officer (PIO), RTI Cell - Monitoring of capacity building projects of IT & R&D projects funded by MeitY	Not applicable
3.	Smt Sreedevi G., Dy. Director (Sys)	Examination Wing	In addition to her existing duties in Examination Wing, assigned charge of Vigilance Officer (VO), replacing Sh Rajneesh K Asthana, Jt Director (Sys)	Not applicable
4.	Smt Ranjana Gulla, Assistant Director (Admn.)	P&A Wing/ Stores Section/ In-charge stores management. Observer management, purchases related to stores etc.	Smt Gulla stands transferred to Examination Wing and Vigilance Section/ She will report to Sh Anurag Shah, Controller of Examinations and also assist Smt Sreedevi as Vigilance Officer	All activities related to Stores and Administration Section being handled by Smt Gulla be handed over to Sh Rahul Rooprai, Admn Officer


भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Society under Ministry of Electronics and Information Technology

नाइलिट भवन, प्लॉट नं. 3, पीएसपी पॉकेट, इंस्टीट्यूशनल एरिया, सेक्टर-8, द्वारका, नई दिल्ली-110 077  
 NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077

वेबसाइट / Website - www.nielit.gov.in

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S. No.	Name and Designation of officer/ official	Presently posted in/ Duties being handled	Stands transferred to/ Duties to be handled	Present duties & responsibilities or part thereof to be handed over to
	[1]	[2]	[3]	[4]
5.	Smt. Lalita Sharma, Sr PS/ Assistant Director	RTI Cell/ PIO and Gardening-related activities in NIELIT Bhawan	Smt Sharma stands transferred to Registration Section of Technical Wing/ She will report to Smt Rathor, Head of Technical Wing for registration-related activities, after discharging her present assignment in the office of CVO, NIELIT	PIO's charge be handed over to Sh Sandeep Kumar, JD(T) and Gardening related activities be handed over to Sh D Lakshamanadas, Admn Officer.
6.	Sh Kamal Sachdeva, Administrative Officer	P&A Wing/ Procurement Section/ Handling all procurement related matters	Sh Sachdeva stands transferred to Technical Wing/ He will handle all duties and responsibilities of Sh Rahul Rooprai, Admn Officer, except for activities related to Vigilance Section	All activities being handled by Sh Sachdeva in P&A Wing be handed over to Sh Rahul Rooprai, Admn Officer
7.	Sh. Rahul Rooprai, Administrative Officer	Vigilance Section & Technical Wing/ Assisting Sh Asthana in all vigilance and technical/ projects related activities	Sh Rooprai stands transferred to Administration Section, P&A Wing/ He will report to Sh Ashok Verma, Dy. Director (Admn.) and handle all duties and responsibilities being handled by Sh Kamal Sachdeva, Admn Officer and Smt Ranjana Gulla, Asst Director (Admn.)	All activities related to Vigilance be handed over to Smt. Gulla and the remaining activities be handed over to Sh Sachdeva.
8.	Sh D Lakshamanadas, Administrative Officer	P&A Wing & O/o Appellate Authority/ All matters relating to outsourcing contractual manpower from vendor agencies and assistance to the Appellate Authority	In addition to his existing duties assigned charge of Security and Gardening in NIELIT Bhawan	Not applicable



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From page 2 :

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	[1]	[2]	[3]	[4]
9.	Sh Jaswant Singh, Administrative Officer	P&A Wing/ Promotion and APAR Section/ All promotion and APAR related activities	In addition to his existing duties, assigned charge of streamlining data of sanctioned posts and preparation of Reservation Roster thereof with assistance of Sh Kabichandra, Asst Director (Admn.) & Sh Naveen K Aggarwal, Admn Officer and, in consultation with Sh. Ashok Verma, Dy Director (Admn.).	All activities related to Security of NIELIT Bhawan be handed over to Sh Lakshmanadas.
10.	Ms Sangeeta Verma. Administrative Officer	P&A Wing/ Recruitment Section/ All matters related to recruitment of directly engaged contractual manpower for engagement in PMU projects and NIELIT activities and assisting Sh RK Joshi, AD(Admn.)	In addition to her existing duties, will handle all service matters related to directly engaged contractual manpower engaged for PMUs and NIELIT activities	No change
11.	Ms Nidhi Jain, Administrative Officer	P&A Wing/ Establishment Section/ All establishment matters, incl service matters of regular/ directly engaged contractual staff in NIELIT HQ and related matters from NIELIT Centres	In addition to her existing duties, handle all transfers-related matters (take charge from Sh Kabichandra, Assistant Director (Admn.))	Service matters of all PMU and other directly engaged employees be handed over to Ms Sangeeta Verma. Admn Officer

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2. Sh Sandeep Kumar, Jt Director (Tech) will be assisted by Ms Sangeeta Bisht, CNTSS, in carrying out his duties as PIO, RTI Cell.
3. Sh Abhineet Chaudhary, Junior Assistant presently posted at NIELIT Delhi Centre on temporary basis will join NIELIT Headquarters and report to Chief Finance Officer In-Charge forthwith.
4. All changes/ transfer of duties will take place with immediate effect, unless specified otherwise, however, upon proper documented handing over - taking over of charge by all concerned.



(Janak Raj)  
Registrar

To

All concerned employees

Copy to: -

1. Director-in-Charge, NIELIT Delhi Centre
2. Executive Directors/ Directors/ Directors-in-charge, NIELIT Centres
3. All Head of Wings, NIELIT Headquarters
4. ✓ Webmaster, NIELIT Headquarters - *for updating the website accordingly*
5. Office Order file/ Guard file

Copy only for kind information to: -

1. CVO, NIELIT
2. Staff Officer to the Director General, NIELIT