

**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/631

21/04/2018

OFFICE ORDER

With the approval of the Competent Authority, Sh. Rajneesh Kumar Asthana, Scientist 'C'/ Jt Director (Sys) stands transferred from NIELIT Headquarters to NIELIT Delhi Centre with immediate effect, on his own request, along with duties and responsibilities in NIELIT Headquarters as per details hereunder: -

- (A) Sh Asthana will continue to be the Nodal Officer to NIELIT Calicut Centre, NIELIT Kohima Centre and NIELIT Haridwar Centre;
- (B) Sh Asthana will continue to be In-charge, Syllabus Section; and
- (C) Sh Asthana will continue handling all activities relating to alignment of NIELIT courses with NSQF.

2. The following remaining duties and responsibilities of Sh Asthana in NIELIT Headquarters will be looked after by officers as mentioned against each: -

Duties and responsibilities	Charge to be handled by
Head – IT Section	The position of Head – IT Section stands dissolved with immediate effect. The charge of the post will be handed over to Smt Chetna Singh Rathor, Head of Technical Wing, NIELIT Headquarters, in addition to her existing duties and responsibilities, along with his duties relating to drafting inputs for parliament questions, which will be carried out with the assistance of Sh Asthana.
Monitoring capacity building projects of IT & R&D funded by MeitY	Sh Sandeep Kumar, Scientist 'C'/ Jt Director (Tech.) (in addition to his existing duties & responsibilities)
Vigilance Officer	Smt. Sreedevi G., Dy. Director (Sys) (in addition to her existing duties & responsibilities)


(Janak Raj)
Registrar

To

The Concerned Employees

Please turn over

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. Security In-charge, NIELIT Bhawan
6. Personal Files of concerned employees/ Transfer Orders file
7. Office Order file/ Guard file

Copy only for kind information to: -

1. CVO, NIELIT
2. Security Section, MeitY
3. Staff Officer to the Director General, NIELIT