

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

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

File No.: I-13018/5/2020-Administrator-Part(1) (E-3121210) | 454 28/05/2024

OFFICE ORDER


In continuation of earlier orders, it has been decided to re-allocate the duties and responsibilities of following officials / officers in NIELIT HQ to the extent given below :

Officer	Sh. Rahul Rooprai, Assistant Director (Admin)	Sh. Ramesh Kumar, Assistant Director (Admin)	Sh. Abhinav Rastogi, Administrative Officer
Reporting Officer	Sh. Ashwin Pawar, Scientist 'C'	Ms. Sridevi, DD	Sh. Ashwin Pawar, Scientist 'C'
Work allocated	1. CCU [For all MeitY & other organization related coordination] 2. Foreign Deputation Cases 3. Matter related to NIELIT Deemed to be University 4. Any other work assigned from time to time.	1. Stores Management 2. Booking of Air Tickets 3. Reimbursement of Mobile Handset & monthly bills (Mobile & Landline) 4. Advertisement & Settlement of Bills 5. Refreshments for events 6. Canteen Bills, Issue of Tea/Coffee/Milk etc 7. Preparation of ID Cards & Parking Labels [HQ/ MeitY] 8. Medical Kit, Cycles 9. Any other work assigned from time to time.	1. Building Maintenance [Civil + Electrical] 2. Manpower outsourcing 3. Matter related to Staff Car 4. Empanelment of agency for Cab/ Taxi from Gem 5. Matters related Kidwai Nagar 6. Dak Section 7. Any other work assigned from time to time

2 This issues with the approval of the Competent Authority.

Note :

- Sh. Balwinder Singh Oberoi, Assistant shall report to Sh. Ramesh Kumar, Assistant Director for discharge of activities assigned to Sh. Ramesh Kumar.
- Other regular and contractual staff associated with the above activities shall report the officials to who he said duties have been allocated.
- Related physical files / e-files etc., shall be handed over by the existing dealing officer to the officer who have been assigned such duties vide this order.


[Rajneesh Kumar Asthana]
Registrar

Contd.....2

: 2 :

To,
The concerned officers / officials

Copy to:

1. All HoDs NIELIT HQs
2. IT&IS Wing, NIELIT HQs – with a request to update NIELIT's website accordingly
3. Official Language Section, NIELIT HQs- with a request to issue Hindi version of the above order
4. Guard File/Office Order File

Copy also for kind information to:

1. DG, NIELIT
2. Executive Director, NIEIT HQ
3. CVO NIELIT

Handwritten signature
29.5.24
(K. S. K. etc.)

केन्द्र : अगस्तला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल
ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर

विस्तार केन्द्र : बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली
मुजफ्फरपुर, पाली, पासीघाट, सेनापति, सिलचर, तेजू, तेजपुर, और तुरा

Centres: Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati
Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar

Extension Centres: Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow
Lunglei, Mandi, Majuli, Muzzafarpur, Pali, Pasighat, Senapati, Silchar, Tezu, Tezpur and Tura