

**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(04)/2019-NIELIT/176

05/02/2020

### OFFICE MEMORANDUM

In continuation of OM of even number dated 23/01/2020, the following is for further clarification and may be read as appended in the table in Para 1 at spaces as mentioned against each: -

(i) At Sno. 3.3,

3. Examination Wing		
3.3	Shri Sushil Kumar Surana, Scientist 'D' / Jt. Director (Tech), NIELIT Delhi Centre [Reporting to Shri Anurag Shah, Controller of Examinations for assigned duties and responsibilities]	<ul style="list-style-type: none"> <li>Development and implementation of ERP for conduct of examinations in NIELIT</li> <li>Supervision of the staff the following staff members: -                             <ul style="list-style-type: none"> <li>Shri Ritukamal Aggarwal, PTO/ Deputy Director (Sy), NIELIT Chandigarh Centre</li> <li>Shri Kismat Raj Vishwakarma, Senior Programmer, NIELIT Headquarters</li> </ul> </li> </ul>

Note: - Sh. Sushil Kumar Surana and Sh. Ritukamal Aggarwal will remain stationed at respective NIELIT Delhi/ Chandigarh Centre, and look after the above-mentioned duties in addition to the duties and responsibilities being handled at NIELIT Delhi/ Chandigarh Centre.

(ii) At Sno. 1.1.1 (D),

"The work of dealing with the complaints received in respect of the Wings."

(iii) At Sno. 5.1.1 (B) ,

"Supervision of staff at Sno. 5.1.1 (E) for statutory compliance in respect of EPF/ ESI etc. (including regularization of EPF arrears)."

(iv) As footnote to Sno. 1. PERSONNEL & ADMINISTRATION (P&A) WING,

Note: - Group 'B' and Group 'C' staff in P&A Wing will continue to report to the concerned Reporting Officer as earlier, and accordingly, assist them in their fresh assignments. However, in case of such officer(s)/ official(s) who stand transferred out of P&A Wing, their reporting staff will continue to deal with the activities/ duties and responsibilities as earlier, and therefore, assist the officer(s)/ official(s) who are now assigned the same until further orders.

(v) The following may be read as amended in the OM as per details mentioned against each: -

Paragraph	Particulars written as	May be read as
1.1.1(D)	Assistant Director	Assistant Director (Data Entry)

Paragraph	Particulars written as	May be read as
1.1.1(E) & 3.1.6	Administrative Officer	Administrative Officer (Data Entry)
2.1.1(B)	Sh. Rajendra Prasad	Sh. Rajendra Prasad Rai
3.1.3(C)	Assistant	Senior Assistant
4.1.1	Sh. Ashwin Panwar	Sh. Ashwin Pawar

2. The above-mentioned OM may be read as amended to the above extent only.

  
(Janak Raj)  
Registrar

To

The concerned employees.

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings/ Divisions/ Sections, NIELIT Headquarters
- (3) Webmaster, NIELIT Headquarters – *for uploading on NIELIT's website*  
*Notice Board*
- (4) Guard File/ Office Order File

Copy for kind information to: -

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