

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

Ref. No.: I-13018/5/2020-Administrator-Part(1) (E: 3121210) / 29 18/01/2024

OFFICE ORDER

In supersession of earlier orders dated 22/06/2023 and 31/10/2023, the duties and responsibilities of officers posted at NIELIT HQ have been re-distributed to the extent below :

S.No	Name of Officer	Work Allocation	Officer reporting
1	Sh. Rajneesh Kumar Asthana, Scientist 'E' Reporting to Shri Subhanshu Tiwari, ED (HQs)	1. CCU, 2. All Building / setting up of NIELIT Centre Project 3. Building Maintenance 4. Deemed University, 5. Annual Report, 6. NECB1.0 7. MIS	1. Sh. Ashwin Pawar, Sci 'C' 2. Ms. Swarnali Deb, STO, 3. Sh. Amarnath, Admn Officer 4. Shri Abhinav Rastogi, Admn Officer (Officers at Sl No. 2,3 & 4 will report to Shri Ashwin Pawar, Sci 'C')
2	Ms. Sheetal Chopra, Scientist 'E' & Additional Director (Finance) Reporting to Shri Subhanshu Tiwari, ED (HQs)	1. Business Development, 2. Placement, 3. Job Fair, 4. Alumini, 5. Event Organisation 6. Quality Assurance	1. Sh. Jyoti Mohan Koli, Scientist 'D' 2. Sh. Lalit Kumar Dabi, Scientist 'C' 3. Shri Sharad Kumar Dixit, STA (Officers at Sl No. 2 & 3 will report to Shri Jyoti Mohan Koli, Sci 'D')
3	Sh. Ripunjay Dinanath Singh, Scientist 'E' Reporting to Shri Alok Tripathi, Director (Scheme/Skilling)	1. All Projects except Building Projects & NECB1.0 2. SC/ST Scheme, 3. Academics (Scheme, NSQF, deemed University, others) 4. Newsletter, 5. Publicity & Advertisement, 6. International Cooperation 7. Year Book 8. Social Media	1. Sh. Hirdesh Sihare, Scientist 'D' 2. Sh Saket Saurabh, Scientist 'C' 3. Sh. Himanshu Mohan, Scientist 'C' 4. Ms. Bhumika Vyas (Officers at Sl No. 2, 3 & 4 shall report to Shri Hirdesh Sihare, Scientist 'D')

Contd.....2/

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- 2 Allocation of work within the department shall be done by the respective wing heads through ION with a copy to Establishment Section and all concerned.
- 3 This issues with the approval of the Competent Authority.



[Rajneesh Kumar Asthana]
Registrar

To,

The concerned officers / officials

Copy to :

1. All Executive Director / Director / Director In-Charge, NIELIT Centres
2. All Head of Wings, NIELIT HQ
3. IT&IS wing - with a request to update the website accordingly
4. Office Order / Guard File

Copy for Information only :

1. DG, NIELIT
2. CVO, NIELIT

केन्द्र :	अगरतला, 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 :	अलावलपुर, चंडीगढ़, चुराचंदपुर, चुचुइमलांग, दीमापुर, डिब्रूगढ़, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनपुर, लखनऊ, लुंगलेई, माजुली मंडी, पाली, पासीघाट, सेनापति, सिलचर, तेजपुर, तेजू और तुरा
Centers:	Agartaka, Aizwal, 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 Centers:	Alawalpur, Chandigarh, Churachandpur, Chuchuyimlang, Dimapur, Dibrugarh, Jammu, Jorhat, Kargil, Kokrajhar, Lakhanpur Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Senapati, Silchar, Tejpur, Teju and Tura