

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)|201

01/03/2024

OFFICE ORDER

In supersession to earlier orders, with the approval of the competent authority it has been decided to re-allocate duties and responsibilities in Personnel and Establishment Section, NIELIT HQ, as under:

S.NO	Name & Designation	Duties and responsibilities
1	Ms. Aarti Mittra PPS	Personnel & Establishment matters including Service matters of employees at NIELIT HQ as under: <ul style="list-style-type: none">• annual increment;• pay fixation on Promotion / Recruitment;• Disciplinary Proceedings;• compassionate appointment• probation clearance on recruitment and promotion;• Resignation / Superannuation and Voluntary retirement• Processing of terminal benefits;• issue of NOC for pursuing higher studies• grant of incentive upon acquiring higher qualification;• job forwarding for outside employment;• Deputation related matters• Induction training & other trainings• Transfer related matters; (interwing and inter Centre)• Maintenance and updation of Service Books• Updation of employee data in Online APAR Portal• C&A verification.• Dealing / examining service Matters of NIELIT Centres & Clarification to Centres on Policy matters• Providing information against RTI for the above activities
2	Ms. Kanchan Panwar PPS	<ul style="list-style-type: none">• PPS to DG;• Matters related to GC, MB and EC;• Leave and Attendance of regular employees of NIELIT;• Canteen Allowance to employees of NIELIT HQs;• Processing of medical claims and other medical related issues;• RTI replies related to the activities.

Contd. 2/


3	Sh. Rishabh Kumar, Assistant Director (A)	<ul style="list-style-type: none"> Promotions S&T and non-S&T All Groups; MACP cases; LTC matters of employees of NIELIT HQs; Maintenance of APARs and APAR related representations and other issues; Custodian of APARs at NIELIT HQ. RTI on related matters
4.	Sh. Naveen Kumar Aggarwal, Assistant Director	<ul style="list-style-type: none"> Activities related to Directly Engaged and Contractual Manpower engaged in various PMUs in NIELIT Public Grievances Cell Disposal of RTI Appeals Miscellaneous Work related to MeitY, NIELIT HQs, Centres and submission of Periodical Details/Reports to MeitY RTI related matters (during un-availability of PIO, NIELIT HQs)
5	Sh. Jaswant Singh, Assistant Director	<ul style="list-style-type: none"> Matters pertaining to Recruitment activities in NIELIT, MeitY and its organizations Recruitment Rules for various posts in NIELIT Preparation of Roster Updation of Data in Mission Recruitment Result finalization for various Recruitment activities of NIELIT HQ and Centres RTI Replies on Recruitment Sanctioned Manpower v/s incumbent in position in NIELIT Quarterly Report - Sanctioned Manpower v/s actual strength
6	Sh. Rahul Rooprai, Assistant Director	<ul style="list-style-type: none"> Outsourcing of Manpower Store Management and Maintaining Dak Section Booking of Air Tickets Foreign deputation cases (HQ and Centres) Maintaining Staff Cars, cycles Empanelment of agency for Cab / Taxi Services from GeM Release of Advertisement & settlement of bills thereof Matters relating to office space at East Kidwai Nagar. Manpower & vehicle related issues at NIELIT Centres Preparation of ID Cards & Parking Labels Maintenance of Medical Kit Reimbursement of Mobile Handset & monthly bills (mobile & MTNL Lines) Refreshments for various events at NIELIT HQ.

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, मुंबई, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर	• Canteen Bills, Issue of Tea/Coffee/Milk etc.	गुवाहाटी, हरिद्वार, इम्फाल
विस्तार केन्द्र :	अलावलपुर, चंडीगढ़, चुराचंदपुर, चुचुइमलांग, दीमापुर, डिब्रूगढ़, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनपुर, गुवाहाटी, गुवाहाटी, लेह, माजुली मंडी, पाली, पासीघाट, सेनापति, सिलचर, तेजपुर, तेजू और तुरा		कोकराझार, लखनपुर, गुवाहाटी, लेह, माजुली
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		

7.	Sh. Lakhan Singh Senior Assistant	<ul style="list-style-type: none">• Reimbursement of Newspaper and Children Education Allowance• Dak dispatch• Maintaining record of physical and old files.• Shall Lakhan Singh shall report to Sh. Jaswant Singh, Assistant Director for discharge of activities assigned to Sh. Jaswant Singh as well as the duties assigned to him.
8.	Sh. Yogesh Yadav, Assistant	<ul style="list-style-type: none">• Shall report to Sh. Rishabh, AD(Admn) for discharge of activities assigned to Sh. Rishabh.
9.	Ms. Swati Roy Junior Assistant	<ul style="list-style-type: none">• Shall report to Ms. Aarti Mittra, PPS for discharge of activities assigned to Ms. Mittra.• Assist Ms. Kanchan Panwar, PPS for matters related to Leave & Attendance and Canteen Allowance.

Note :

1. *The above-mentioned officers / officials may be assigned other / additional duties and responsibilities from time to time.*
2. *Officers / official at Serial no. 1- 5 in the table above shall report to Dy. Registrar*
3. *Official at serial no. 6 in the table above shall report to Registrar*
4. *Other regular and contractual staff associated with the above activities shall report to the officers / officials to whom the said duties have been allocated.*
5. *Related physical files / e-files etc., shall be handed-over by the existing dealing officers to the officers who have been assigned such duties vide this order.*


[Rajneesh Kumar Asthana]
Registrar

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