

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)/1008

11.02.2026

**OFFICE ORDER**

In order to meet the organizational and operational requirements of NIELIT, it has been decided to re-allocate the duties and responsibilities to the extent given below with immediate effect:-

i. In addition to his existing duties, Shri Anil Singh, Administrative Officer, is hereby assigned the work related to and reimbursement of mobile handsets and monthly mobile bills (mobile and landline).

(ii) In addition to his existing duties, Shri Narendra Singh, Senior Assistant, is hereby assigned the work related to booking of air tickets and will also work as Assistant to First Appellate Authority under the RTI Act, 2005.

(iii) Further, Shri Narendra Singh will report to Shri Saket Suman, Assistant Director (Admin.), for matters related to 'Booking of air tickets' and Shri Anil Singh will report to Shri Ramesh Kumar, Assistant Director (DE), in matters relating to 'Reimbursement of Mobile Handsets & monthly bills (Mobile and Landline)'.

This issues with the approval of the competent authority.

**[Himanshu Mohan]**  
**Joint Registrar**

To,

All concerned

Copy to:

1. The Executive Directors/Directors/Director-in-charge, all NIELIT Centres
2. All HoDs NIELIT HQs
3. Finance Wing, NIELIT HQs
4. IT&IS Wing, NIELIT HQs – *with a request to update NIELIT's website accordingly*
5. Official Language Section, NIELIT HQs- *with a request to issue Hindi version of the above order*
6. Guard File/Office Order File

Copy also for kind information to:

1. DG, NIELIT
2. CVO, NIELIT