

## NIELIT Srinagar

### Office Memorandum


No. 09/2022

Dated: 4<sup>th</sup> April 2022

In the interest of smooth functioning and reporting structure of NIELIT Srinagar campus, following activities would be conducted/performed by the staff of the Centre as mentioned hereunder:

Sr. No	Reporting Officer	Projects / Activities	Team Members
1)	Sh. Ashaq Hussain Dar Officer-in-charge cum Joint Director(T)	<ul style="list-style-type: none"><li>• School Education Project</li><li>• Future Skills Scheme and NPK Project</li><li>• Consultancy</li><li>• Interacting with all external officers visiting Srinagar campus</li><li>• Nodal Coordinator for CCC/BCC and other Digital Lit. Courses</li><li>• Server, LAN &amp; Internet Maintenance</li><li>• Departmental Hardware Inspections.</li></ul>	<ol style="list-style-type: none"><li>1. Mohd. Iqbal Khan, Library and Information Assistant</li><li>2. Samiullah Shah, STA</li><li>3. Sh Akeel Aijaz Malik, Network Associate</li><li>4. Sh. Syed Aijaz Siddique, Lab Assistant</li><li>5. Sh Majid Khan (Trainee)</li><li>6. Uzma (Trainee)</li></ol>
		<ul style="list-style-type: none"><li>• Software Development Projects</li><li>• Hostel Construction</li><li>• MIS Maintenance</li><li>• MCC (Model Career Centre)</li></ul>	<ol style="list-style-type: none"><li>1. Sh. Ajaz Ahmad Kumar, Scientist-C would be group head for these activities under the guidance of Sh. Ashaq Hussain Dar.</li><li>2. Sh. Ab Rouf Shah, Project Engineer</li><li>3. Sh. Rayees Ahmad Sheikh</li><li>4. Sh Ajaz Ahmat Bhat (JE)</li></ol>
2)	Mr. Syed Nisar Hussain Bukhari, Scientist C	<ul style="list-style-type: none"><li>• Non Formal Education in IT &amp; H/W and all correlated activities</li><li>• Short term/ Long term/ Summer/Industrial Training programs in various technologies like Python and Data Analytics, AI &amp; ML, Web Application Development using PHP/ MySQL, JAVA/Advance JAVA, MEAN Stack, Blockchain, Big Data, All Databases including NoSQL, Web Application development, CCNA &amp; other Networking Courses, AR &amp; VR, Social &amp; Mobile, Electronics, IoT, Raspberry Pie, Embedded Systems, Cyber Security &amp; Forensics, AutoCad including other technologies</li><li>• SCSP-TSP Scheme</li><li>• Preparation of Monthly Training</li></ul>	<ol style="list-style-type: none"><li>1. Ms.Hassina Akhter, STO</li><li>2. Ms Tabasum Showkat</li><li>3. Sh Mohammad Ibrahim Bhat, Office Assistant</li></ol>

Contd.....2..

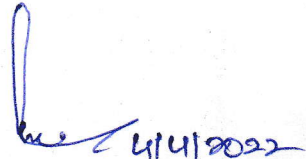
  
4/4/2022

		<p>Schedule in respect of Non Formal Courses, Advertisement, Record Keeping and Consolidation for MIS Reports</p> <ul style="list-style-type: none"> <li>• MIS Portal (NIELIT HQ)</li> <li>• MIS of NIELIT Srinagar</li> <li>• Social Media and Website Maintenance</li> </ul>	
3)	Dr Muneer Ahmad Dar, Scientist C	<ul style="list-style-type: none"> <li>• Formal Education and all activities pertaining thereto</li> <li>• Preparation of Monthly Training Schedule in respect of Formal Courses, Advertisement, etc.</li> <li>• Record Keeping and Consolidation for MIS Reports</li> </ul>	<ol style="list-style-type: none"> <li>1. Ms. Farya Khalid, STO</li> <li>2. Ms Tabasum Showkat</li> <li>3. Mr. Wahid Amin Dar, Office Assistant</li> </ol>
4)	Mr. Fayaz Ahmad Fayaz, Scientist C	<ul style="list-style-type: none"> <li>• Conduct of all types of exams/tests like CCC, NSQF, etc.</li> <li>• Hostel Incharge (Dormitory)</li> </ul> <p><i>He will also be responsible for providing inputs i.r.o. RTI applications to Ms Sarita Kaur, PIO for further necessary action.</i></p>	<ol style="list-style-type: none"> <li>1. Sh. Mushtaq Ahmad Bhat, TO <i>would continue to carry out activities presently being done by him under group mentioned at Sr. No. 5</i></li> <li>2. Sh. Hilal Ahmad Lone, Office Assistant</li> <li>3. Ms. Subreena Jan</li> </ol>
5)	Sh. Ummer Iqbal, Scientist C	<ul style="list-style-type: none"> <li>• Corporate Trainings</li> <li>• New project proposals</li> <li>• Placement Cell</li> <li>• Hardware Accreditation &amp; NSIC Inspections</li> <li>• NSQF/ESDM/Aspirational/ Skill Hub Initiative/CCCA/ BCCA &amp; all other funded projects</li> </ul>	<ol style="list-style-type: none"> <li>1. Sh. Fayaz Ahmad Malik, STO</li> <li>2. Sh. Hilal Ahmad Lone, Office Assistant</li> </ol>
6)	Mr. Ranjit Singh Sodhi, AD(Admn.)	<ul style="list-style-type: none"> <li>• Administration &amp; Accounts</li> <li>• Upkeep/Maint./Security/Insurance of Building &amp; Assets including vehicles</li> <li>• Upkeep/Maintenance of DG Set, AC, UPS, etc.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mrs. Shaheen, Sr. Receptionist</li> <li>2. Sh. Mushtaq Ahmad Koka, Sr. Assistant</li> <li>3. Mrs. Nafia Manzoor, Personal Assistant</li> <li>4. Mohd Abdullah, Driver</li> <li>5. Gh Qadir Parray, MTS</li> <li>6. Shafi Mursaleen, Accounts Assistant</li> <li>7. Zahoor Ahmad Bhat, Driver</li> <li>8. Mohd Reyaz Mir, Gardener</li> <li>9. Misro Bano, MTS</li> <li>10. Sheikh Waheed Nazir, Security Guard</li> <li>11. Tariq Ahmad Najar, MTS</li> </ol>

*hee*  
9/4/2022

1. All staff members shall abide by the training schedules prepared every month for Formal Education and Non Formal Education by Dr Muneer Ahmad Dar and Syed Nisar Hussain Bukhari. The schedules must be prepared in consultation with each other and the Monthly Schedule must be shared with ED Office.
2. All the staff members mentioned under the column "Team Members" would be reported upon by their corresponding Reporting Officer.
3. Ms. Anita Sharma, Additional Director shall be the reporting officer of the reporting officers mentioned from Sr. No. 1 to 5 and Sh. Susheel Kumar Gabgotra, Additional Director (A&F) shall be the reporting of the reporting officer mentioned at Sr. No. 6.
4. All the leaves of staff deputed at NIELIT Srinagar after the recommendations of the respective reporting officers shall be routed through OIC, Srinagar.
5. Performance of all the staff members stationed at NIELIT Srinagar campus would be reviewed by the Executive Director.
6. For all purchases on GeM, the following roles are assigned:
  - Mr. M. A. Koka, Sr. Assist. & Mr. Mohammad Iqbal Khan, Library Assistant shall be Buyer as well as Consignee at Srinagar.All the purchases initiated at Srinagar would be routed through Mr. Rajneesh Raina, JD at NIELIT Jammu who would then be putting up further necessary perusal.
7. All groups, in addition to their assigned roles and responsibilities, are expected to ensure business promotion by way of submitting proposals to their existing/new potential clients in their entrusted area, from time to time. Further, all staff members are expected to take regular classes in addition to the existing roles and duties assigned to them. The officers responsible for Formal and Non Formal education must prepare the training schedule in consultation.
8. Any other duties or responsibilities already assigned to the staff members and not mentioned in this order shall continue to be performed by them. In addition, any staff member can be assigned any other duty from time to time as per the exigencies of work.

This issues with the approval of Executive Director, NIELIT, J&K.

  
(Susheel Kumar Gabgotra)  
Additional Director (A&F)

Copy To:

1. Executive Director's Office
2. Sh. Ashaq Hussain Dar, OIC cum JD, NIELIT Srinagar
3. Ms. Anita Sharma, AD(Sys)
4. Accounts Section
5. Administration
6. Vigilance Officer
7. Concerned Officers/Officials
8. Hindi Officer - To issue hindi version of this Office Order
9. To be put on the Website