

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT) CHANDIGARH**

NIELIT/CH/ADMN-02/2018/6044

8th May, 2018

OFFICE ORDER

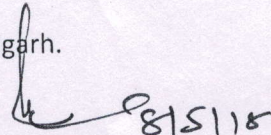
In continuation to this Office Order No. NIELIT/CH/ADMN-02/2018/5058 dated 3rd May, 2018, following activities of this Centre shall further be conducted/performed by the Officers as under :

Shri Tarsem Lal Sharma, Additional Director (Systems), in addition to his existing duties and responsibilities, is hereby, assigned the additional duties to act as In-charge of Data Entry Section.

S. No.	Reporting Officer	Activities Assigned	Name of Officer to be assisted by
1	Sh. Amitabh Garga, Additional Director-Tech. (In addition to his existing duties and responsibilities)	<ul style="list-style-type: none">• All Networking & Internet related activities of NIELIT Chandigarh at Mohali and at IETE Building, Sector 30, Chandigarh• Upkeep and maintenance of Hardware/ Software installed at Labs. of NIELIT Chandigarh at Mohali and at IETE Building Sector 30, Chandigarh.• Upkeep and maintenance of Hardware/ Software installed at various sections of NIELIT Chandigarh.• Maintenance and functioning of Video Conferencing* System installed at NIELIT Chandigarh.• Functioning and maintenance of Unix Server and Trouble Shooting related activities.• Maintenance and supervision of all activities of Operations Room• CCTV Systems• Supervision of operations and maintenance of Server Room of NIELIT Chandigarh	Sh. Ram Shabad, Deputy Director - Systems. (Re-allocation of duties and responsibilities)

Sh. Sanjay Sharma, Additional Director (Technical) is directed to handover all the keys, documents and further necessary inputs related to, all such, above stated activities, to Sh. Amitabh Garga, Additional Director (Technical), which were, earlier being conducted under his supervision.

This issues with immediate effect with approval of the Director In-charge, NIELIT Chandigarh.


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

Copy to :

1. Director In-charge's Office
2. Additional Directors (Technical/Systems)
3. Joint Directors (Technical/(Systems)
4. Joint Director (Admn.)
5. Financial Controller
6. Sh. Gurpreet Singh, Joint Director (Systems) for uploading on website of Centre
7. Concerned Officer(s)
8. Notice Board (s)