

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

NIELIT/CH/ADMN-02/2018/ 9290

15.06.2018

OFFICE ORDER

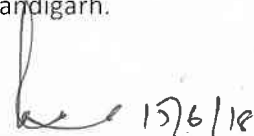
In the interest of smooth functioning of Centre, following duties and responsibilities shall be performed by the officers as under: -

Shri Rajesh Kumar Kapila, Additional Director (Systems) shall perform the duties related to development of Inventory Software for Stores and Purchase Department. Accordingly, his duties and responsibilities related to Material Management Group (MMG) stands withdrawn with immediate effect and he will directly report to Director Incharge, NIELIT Chandigarh.

Shri Gurpreet Singh, Joint Director (Systems) and Shri Achhe Lal, Assistant Director (Admn.) shall be directly reporting to Ms. Meenakshi Gaur, Additional Director (MMG).

Ms. Rajinder Kaur Gill, Data Entry Operator 'F' presently working in Finance Division stands transferred to Billing Section with immediate effect. She will hand over her charge related to Finance Division as advised by Assistant Director (Finance).

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