

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

NIELIT/CH/ADMN-22/2016/996

18th April, 2016

OFFICE ORDER

In terms of Headquarters Office Order No. NIELIT/HQ/EST/84/14(Vol.III Pt./682 dated 16.04.2016, Ms. Kiran Bala, Joint Director (Admn) has been attached to NIELIT, Ropar on working arrangement to operationalize the first session of the Students enrolment in NIELIT Ropar Centre.

Ms. Kiran Bala, Joint Director (Admn) will report to Ms. Sunita Goyle, Director-in-Charge, NIELIT Ropar Centre latest by Tuesday 19.04.2016 and may work from the office of NIELIT, Ropar at Chandigarh/Ropar as per the decision of the Director-in-Charge, NIELIT Ropar Centre.

Ms. Kiran Bala, Joint Director (Admn) will hand over the charge to Shri Sanjay Sharma, Joint Director(Technical) and will submit her handing/taking over charge report duly signed by her latest by 19.04.2016 (A/N).

Henceforth Shri Sanjay Sharma, Joint Director (Technical) will be the Public Information Officer and Public Grievance Officer for NIELIT Chandigarh.

This issues with the approval of Director Incharge, NIELIT Chandigarh.



Admn. Officer

Copy to:

1. Shri Janak Raj, Registrar NIELIT with reference to Headquarters Office Order No. NIELIT/HQ/EST/84/14(Vol. III Pt.)/682 dated 16th April, 2016.
2. Director's Office (Chandigarh)
3. Director Incharge, NIELIT Ropar Centre
4. Vigilance Officer
5. Joint Directors (Technical)/Joint Directors (Systems)
6. Joint Director (Admn.)
7. Financial Controller
8. Sh. Ram Shabad, Assistant Director (Systems)- With request to display the Office Order on the Website of the Centre.
9. Personal File
10. Notice Boards