

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

Department of Electronics and Information Technology (DeitY)

Ministry of Communications and Information Technology, Government of India

Dated: 29th January, 2016

No. NIELIT/HQ/EST/15/04/133

OFFICE ORDER

With the approval of Competent Authority work distribution among the employees working in Personnel/Establishment is hereby distributed as under:

Head of Wing: Shri Janak Raj, Registrar

1. Shri R. K. Joshi, Asstt Director (P&A)

- All Policy matters such as Service Rules / Recruitment rules etc.
- All Disciplinary matters
- Clarifications to Centres on P&A matters
- All Parliament questions (details/information shall be provided by concerned section(s))
- Appointment of consultants

Ms. Sangeeta Verma, Senior Assistant will assist to Shri R. K. Joshi.

2. Smt Mita Purohit, Asstt. Director (P&A)

- Recruitments against regular posts and Maintenance of Reservation Roasters
- Establishment matters
- Attendance and related actions
- Retirement, Resignation
- Probation clearance

Ms. Nidhi Jain, Senior Assistant will assist to Smt. Mita Purohit.

3. Smt. Aarti Mittra, Sr. Private Secretary

- All matters relating to Governing Council
- All matters relating to Management Board
- All matters concerning Executive Committees of Centres
- Reimbursement of children education allowance and newspapers/periodicals etc.

Smt. Aarti Mittra, will assist Registrar for the above purposes in addition to her duties as Sr. PS to Registrar.

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4. Shri Jaswant Singh, Admn Officer

- Promotion cases of S&T and Non-S&T employees
- Maintenance and custody of ACRs/APARs

A contractual employee will assist to Shri Jaswant Singh.

5. Shri Naveen Kumar Aggarwal, Admn Officer (DE)

- Manpower (Data) Compilation
- Grievances
- RTI applications related matters of P&A Wing
- Information related to Personnel to DeitY and other Govt Offices and on Misc. Matters

A contractual employee will assist to Shri Naveen Kumar Aggarwal.

6. Outsourcing of services at all level shall be transferred to Shri B. S. Shishodia, DD, who is reporting to Addl. Director (P&A).

7. Shri S. C. Dhyani, Sr. Executive will report to Registrar and provide guidance to all personnel working in P&A on P&A matters except Vigilance / Disciplinary matters.

8. Legal matter/court cases shall be looked after by Shri B. M. David, LO appointed on contractual basis.

9. All files, except personal files, Service Books, APAR folders and files related to legal cases shall be kept in the custody of Shri Lakhan Singh, Assistant.

10. Shri R.K. Joshi and Smt. Mita Purohit, Smt. Aarti Mitra and Smt. Kavita Kasturia, Shri Jaswant Singh and Shri Naveen Kumar Aggarwal, and Shri S.C. Dhyani and Shri David will be link officers to each other.


(Janak Raj)
Registrar

To,

- All Officers concerned
- Director/Director-in-charge, All NIELIT Centres
- All Wing Heads
- Guard file

Copy-for-information to:

i) TSO to DG, NIELIT