

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 और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref No. 1[16]/2013-NIELIT/Vol-II/537

07th April, 2018

OFFICE ORDER

Consequent upon his relief from NIELIT Guwahati Centre with effect from 01st April, 2018 [A/N], in pursuance of NIELIT Headquarter's Office Order No. NIELIT/HQ/Est./84/14-Vol.VI/387 dated 15th March, 2018, Sh. Ashok Verma, Deputy Director [Admn] is hereby taken on the rolls of NIELIT Headquarters with effect from 2nd April, 2018 [F/N].

2. Sh. Ashok Verma will report to Registrar, NIELIT. He will look after all the activities relating to Administration Section, inter alia procurement, stores, all major and minor building/ civil and electrical repair & maintenance, as well as, housekeeping of NIELIT Bhawan, as being handled by Sh Sandeep Kumar, Jt. Director (Tech.).

3. This issues with the approval of the Competent Authority.


[Janak Raj]
Registrar

To

Sh. Ashok Verma, Deputy Director [Admn]

Copy to:

1. Director, NIELIT Guwahati Centre -[with a request to forward personal file, service book and last pay certificate in respect of the above employee to NIELIT HQ at the earliest]
2. Finance Wing, NIELIT Headquarters
3. Head of the Wings, NIELIT Headquarters
4. Service Book/ Personal File of Sh. Verma
5. IT infrastructure Branch- with a request to update NIELIT website accordingly.
6. Official Language Section, NIELIT Headquarters- with a request to issue Hindi version of above order
7. Guard File/ Office Order File

Copy only for information to:

1. CVO, NIELIT Headquarters
2. SO to DG NIELIT
3. Security Section, NIELIT Headquarters