

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

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October 12, 2018

**OFFICE ORDER**

In supersession of all earlier office orders, it has been decided to distribute the activities of Technical wing, NIELIT HQ as under :

1. **Sh. B.B. Dua, Sci 'D' / Jt. Director** will function as HoW (T), at NIELIT HQ and directly report to DG. Jt. Director (CSR) and Jt. Director (SK) will report to HoW(T) for all activities assigned to them. However activities at 1.1 to 1.4 will be handled by Sh. Dua independently:
  - 1.1 Accreditation
  - 1.2 Registration
  - 1.3 Misc. Tech Matters
  - 1.4 CPIO
  - 1.5 Any other matter incidental to the activities assigned to him.
2. **Ms. Chetna Singh Rathor, Sci 'D' / Jt. Director** is assigned all activities related to :
  - 2.1 IT Solutions
  - 2.2 ESDM
  - 2.3 NPR (HQ Technical intervention),
  - 2.4 Co-ordination with MeitY & NIELIT Centres,
  - 2.5 Parliament Questions
  - 2.6 Any other matter incidental to the activities assigned to her.
3. **Sh. Sandeep Kumar, Sci 'D' / Jt. Director** is assigned all activities related to:
  - 3.1 All projects except ESDM
  - 3.2 Social Media & Marketing
  - 3.3 Any other matter incidental to the activities assigned to him.
4. **Sh. Rajneesh Kumar Asthana, Sci 'D' / Jt. Director** will report to DG and is assigned all activities related to:
  - 4.1 Syllabus
  - 4.2 Designing of New Courses
  - 4.3 NSQF
  - 4.4 AAC Matters
  - 4.5 Inclusion of NIELIT qualifications in RRs of NIELIT & other Govt. organisations
  - 4.6 Any other matter incidental to the activities assigned to him.

This issues with the approval of the Competent Authority

  
[Janak Raj]  
Registrar

To : All Concerned

- Copy to : 1. Executive Director / Director / Director Incharge, NIELIT Centres  
2. All Head of Wings, NIELIT HQ  
3. Webmaster, NIELIT HQ – with a request to update NIELIT website accordingly  
4. Guard File

Copy for kind information to : Staff Officer to Director General, NIELIT