

**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

F. No. 1(79)/2017-NIELIT Part File / 1175

13/08/2018

**OFFICE MEMORANDUM**

In order to ensure smooth and seamless conduct of day-to-day operations of the organisation, the following link officers upto two levels have been identified in all Wings in NIELIT Headquarters who shall be in charge of the routine activities undertaken by the concerned Wing Head/ Section Head, as and when he/ she will be on leave/ tour/ training, where Link officer-2 will take charge in the event both concerned Wing Head/ Section Head and Link Officer-1 are not available in the office: -

**P&A Wing**

S No	Name & Designation of the Employee concerned	Link Officer-1	Link Officer - 2
1.	Head of P&A Wing Sh. Janak Raj, Registrar, NIELIT	Chief Finance Officer, NIELIT	Section Head – Administration (Sh. Ashok Verma, Dy. Director (Admn))
2.	Section Head – Administration Sh. Ashok Verma, Dy. Director (Admn)	Ms. Ranjana Gulla, Asst Director (Admn)	Sh. Satish Chandra Kandpal, Asst Director (Admn)
3.	Sh. R K Joshi, Asst Director (Admn)	Sh. Ashok Verma, Dy. Director (Admn)	Sh. Satish Chandra Kandpal, Asst Director (Admn)
4.	Sh. Satish Chandra Kandpal, Asst Director (Admn)	Sh. R K Joshi, Asst Director (Admn)	Sh. Ashok Verma, Dy. Director (Admn)
5.	Ms. Ranjana Gulla, Asst Director (Admn)	Sh. R K Joshi, Asst Director (Admn)	Sh. Lakshmandas, Administrative Officer
6.	Sh. Bhagwan Singh Negi, Asst Director (OL)	Ms. Ranjana Gulla, Asst Director (Admn)	Sh. Satish Chandra Kandpal, Asst Director (Admn)
7.	Sh. Jaswant Singh, Asst Director (Admn)	Sh. R K Joshi, Asst Director (Admn)	Sh. Naveen Kumar Aggarwal, Asst Director (Admn)
8.	Sh. Naveen Kumar Aggarwal, Asst Director (Admn)	Sh. Lakshmandas, Administrative Officer	Ms. Sangeeta Verma, Administrative Officer
9.	Sh. Lakshmandas, Administrative Officer	Sh. Naveen Kumar Aggarwal, Asst Director (Admn)	Ms. Sangeeta Verma, Administrative Officer
10.	Ms. Nidhi Jain, Administrative Officer	Ms. Aarti Mittra, Sr PS/ Assistant Director	Ms. Sangeeta Verma, Administrative Officer
11.	Sh. Kabichandra Akoijam, Assistant Director (Admn.)	Ms. Sangeeta Verma, Administrative Officer	Sh. Naveen Kumar Aggarwal, Asst Director (Admn)

भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Society under Ministry of Electronics and Information Technology

नाइलिट भवन, प्लॉट नं. 3, पीएसपी पॉकेट, इंस्टीट्यूशनल एरिया, सेक्टर-8, द्वारका, नई दिल्ली-110 077

NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077

वेबसाइट/Website - www.nielit.gov.in

*Contd. on page 2...*



S. No	Name & Designation of the Employee concerned	Link Officer-1	Link Officer - 2
12.	Ms. Aarti Mittra, Sr PS/ Assistant Director	Ms. Nidhi Jain, Administrative Officer	Ms. Sangeeta Verma, Administrative Officer

### Exam Wing

S. No	Name & Designation of the Employee concerned	Link Officer-1	Link Officer - 2
1.	Head of Exam Wing Sh. Anurag Shah, Controller of Exam, NIELIT	Ms. Sreedevi G., PTO/ Dy. Director(Sys)	Sh. G. Bhaskar, Dy Director(Admn)

### Finance Wing

S. No	Name & Designation of the Employee concerned	Link Officer-1	Link Officer - 2
1.	Head of Finance Wing Ms. Chaman Sharma, CFO In-charge, NIELIT	Ms. Madhu Bala, Asst Director(Fin)	Ms. Jagjit Kaur, Asst Director (Admn)

### Technical Wing

S. No	Name & Designation of the Employee concerned	Link Officer-1	Link Officer - 2
1.	Head of Technical Wing, NIELIT Headquarters [Smt. Chetna Singh Rathor, Scientist 'D'/ Jt Director (T)]	Section Head - Buildings Sh. Sandeep Kumar, Scientist 'D'/ Jt Director (Tech)	Section Head - IT Sh. Vikas Mittal, Dy. Director (Tech)
2.	Section Head - Buildings Sh. Sandeep Kumar, Scientist 'D'/ Jt Director (T)	Smt. Chetna Singh Rathor, Scientist 'D'/ Jt Director (T)	Sh. J. Mohan Koli – Deputy Director (M) Marketing Section
3.	Section Head - IT Sh. Vikas Mittal, Dy. Director (Tech)	Sh. Vinod Kumar Gupta, Sr. Programmer	Sh. Rajender P Rai, Sr Programmer
4.	Section Head - Marketing Sh. J. Mohan Koli, Dy. Director (Marketing)	Section Head - IT Sh. Vikas Mittal, Dy. Director (Tech)	Smt. Swarnali Deb, Technical Officer

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

  
 (Janak Raj)  
 Registrar

To  
The concerned employees

Copy to: -

- (1) Executive Director/ Director/ Director-in-charge, NIELIT Centres  
 (2) IT Infrastructure Branch – with a request to update NIELIT website accordingly

Copy also for kind information only: - The Director General, NIELIT