

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.), कलिकट
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT), CALICUT

सं: 1(123)/21/निजी
No.1(123)/21/Pers

30 अगस्त 2021
August 30, 2021

कार्यालय आदेश सं.09/OFFICE ORDER No.09

In continuation of Office Order No. 8 dated 9th July 2021, the following duties have been assigned to Smt. Kalpna, Deputy Director (A&F) with immediate effect.

Sl.	Duties Assigned	Details	Remarks/Targets
1	Administration	Recruitment Related work Maintenance and Updating Service Books, Personal Records - APARs/AWRs, Attendance, Leave Records, Probation Clearance, Pay fixation, Increment, Promotion and all other matters related to personnel management including periodic reports. Secretarial work in connection with DPC. EC and other Meetings. Management of Security, Housekeeping, caretaker of Campus 1 & 2 including Hostels and Canteen/Mess.	All the work assigned should be done in compliance with Rules and Regulations in time (with out any delay), without any mistake, under the guidance of Shri. A. Baradharajan. JD (F&A)
2	Purchase	Processing/Checking all purchase related documents submitted to Accounts against Delegation, Budget/Fund availability, GFR and Purchase Procedures.	
3	Finance	Managing Project Funds Data, PFMS Data and Submission of UCs/Periodic Financial reports in consultation with Coordinators, interaction with MeitY/Project Sponsors/Debtors/Creditors for early receipt/settlements/payments.	

In addition to above duties and responsibilities mentioned above, she is required to do any other work assigned by the Reporting Officer from time to time.

Smt. Santhakumari S, SPS/AD for Admn related work and Smt. Beena C, AD(F&A) for Purchase and Finance related work will function as Back up of the above activities and initially guide her in smooth transition.


संयुक्त निदेशक (प्रि & ले)
JOINT DIRECTOR (F&A)

To

Smt. Kalpna
Deputy Director (A&F)

through JD (F&A)

Copy to :

1. Executive Director
2. Division Heads
3. Web Administrator – for uploading website
4. PIO
5. Office Order File
6. Personal File
7. Smt. Santhakumari S, SPS/AD
8. Smt. Beena C, AD (F&A)