

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY-
GORAKHPUR CENTRE**

NIELIT/GKP/206/Admn (Vol-XII)

Date: 26-03-2025

OFFICE ORDER

Shri Ritesh Pratap Rao, Scientist 'C' is hereby assigned the responsibilities of Media Coordinator in addition to his present responsibilities.

Sh.T.A Khan, Dy. Director (Admin) is hereby assigned the responsibilities of Admin section for Maintenance of Leave Records, Probation and Promotion cases of Centre Level and HQ level, maintenance of APARs of regular officials and will assist to Shri R.K. Singh, Dy. Director (Admn) in addition to his present duties and responsibilities.

Sh.Shivant Pandey, Project Assistant (Contractual) will also assist to Shri R.K.Singh, Dy. Director (Admin) for Director Camp & Admin Section in addition to his present responsibilities.

This issues with the approval of Director, NIELIT Gorakhpur.



(S.K. Singh)

Additional Director/
Officer In charge

To,

1. Shri Ritesh Pratap Rao, Scientist 'C', NIELIT Gorakhpur
2. Shri T.A. Khan, Dy. Director (Admn)
3. Sh. Shivant Pandey, Project Assistant, NIELIT Gorakhpur

Copy to :-

1. Director : For kind information please.
2. All HoDs
3. Admin/Accounts/Store/Library