



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर / जम्मू  
**National Institute of Electronics & Information Technology, Srinagar/Jammu**  
Ministry of Electronics & Information Technology, Govt. of India  
New Campus, University of Jammu, Dr. Ambedkar Road, Jammu-180 006.  
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No. 16 /2020

Date : 20.03.2020

### OFFICE ORDER

This is with reference to circular No. 17(4)/2020-Pers.I dated 19-03-2020 from Ministry of Electronics & Information Technology (Personnel division) & e-mail from Registrar Office, NIELIT HQ Office. In this connection weekly roaster for NIELIT Jammu Officer's / Official's to be followed as per details indicated below :

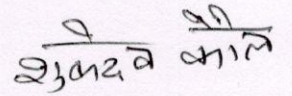
S.No.	Name	Designation	Working Hours
<b>Group 'A' Officer's</b>			
1.	Sh. D.S. Oberoi	Director-in-Charge	9:00pm. to 5:30pm.
2.	Sh. V.S. Krishnamurthy	Chief Workshop Supdt.	10:00am. to 6:30pm.
3.	Sh. Susheel K. Gabgotra	Addl. Director (P&A)	9:00am. to 5:30pm.
4.	Sh. J.G. Khurana	Joint Director (Tech.)	9:00am. to 5:30pm.
5.	Sh. S.P. Singh	Joint Director (Tech.)	9:00am. to 5:30pm.
6.	Sh. Anil Raina	Joint Director (Tech.)	9:00am. to 5:30pm.
7.	Sh. Sunil Gupta	Scienist 'C'	9:00am. to 5:30pm.
8.	Sh. Rajneesh Raina	Dy. Director (Tech.)	9:00am. to 5:30pm.
9.	Ms. Sarita Kaur	Dy. Director (Tech.)	9:00am. to 5:30pm.
10.	Sh. Shukdev Kaul	Dy. Director (P&A)	9:00am. to 5:30pm.
11.	Sh. Shailendra K. Sharma	Principal Tech. Officer	9:30am. to 6:00pm.
<b>Group 'B' &amp; 'C' Officer's / Officials</b>			
1.	Sh. Kulbushan Kumar	Sr. Engineer (Civil)	Shall work from home : 23-03-20 to 27-03-20
2.	Sh. Jasvinder Singh	Sr. Tech. Officer	30-03-20 to 03-04-20
3.	Ms. Shivani Rometra	Sr. Tech. Officer	23-03-20 to 27-03-20
4.	Ms. Pinki Raina	Sr. Personal Secretary	23-03-20 to 27-03-20
5.	Sh. Arun Misri	Sr. Tech. Officer	23-03-20 to 03-04-20
7.	Sh. Sanjay Moza	Sr. Tech. Officer	30-03-20 to 03-04-20
8.	Sh. Pati Ram	AD (Admn.)	01-04-20 to 03-04-20
9.	Sh. N.J. Kalia	AD (Admn.)	01-04-20 to 03-04-20
10.	Sh. Kuldeep Raj	AD (Fin.)	01-04-20 to 03-04-20
11.	Ms. Kanchan Kaul	Tech. Officer	30-03-20 to 03-04-20
12.	Sh. Lokesh Dogra	Tech. Officer	30-03-20 to 03-04-20
13.	Sh. Bishan Dass	Sr. Asstt.	23-03-20 to 27-03-20
14.	Sh. Kishore Chand	Sr. Asstt.	30-03-20 to 03-04-20
15.	Sh. Tilak Massi	Safaiwalla	23-03-20 to 27-03-20

Contd....2/....

For Contractual staff			
1.	Ms. Kalpana Jasrotia	Tech. Asstt.	Shall work from home : 30-03-20 to 03-04-20
2.	Sh. Sunil Sharma	Tech. Asstt.	23-03-20 to 27-03-20
3.	Ms. Bharti Prashar	Counsellor	30-03-20 to 03-04-20
4.	Ms. Roopali Gargotra	Data Entry Operator	23-03-20 to 27-03-20
5.	Ms. Gitanjali Gupta	Account Asstt.	23-03-20 to 27-03-20
6.	Sh. Lekh Raj	Asstt.	30-03-20 to 03-04-20
7.	Sh. Harveer Singh	Helper (Tech.)	23-03-20 to 27-03-20
Remaining staff shall follows Security Duty Roster			

The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

This issues with the approval of Director-in-Charge, NIELIT J&K.



(Shukdev Kaul)  
Dy. Director (Admn.)

Copy to :

1. Sr. P.S. for information of Director-in-Charge.
2. All staff members.
3. Notice Board.
4. Hindi Officer for Translation in Hindi.
5. Ms. Shivani Rometra / Ms. Kanchan Koul with instruction to be uploaded on our official website.