

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

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

Date: 22-12-2023


OFFICE ORDER

In order to improve performance of the Centre in all aspects, it has been decided by competent authority to following changes are being made with respect to duties and responsibilities of Officers/Officials in supersession of previous orders.

1. Shri Ravi Rastogi, Scientist 'D' will hand over the Charge of Employability Enhancement and Livelihood Training Programme (EELTP) project of SC/ST and EWS (Women) Youth through Capacity Building and Skill Development in IECT Training to Shri Ritesh Pratap Rao, Scientist 'C'. Shri Ritesh will look after the activities of Employability Enhancement and Livelihood Training Programme (EELTP) project in addition to his present responsibilities.
2. Shri Ravi Rastogi, Scientist 'D' will hand over the charge of Social Media Activities to Shri C.V. Harish, Scientist 'C'. Shri Hairsh will look after the activities of Social Media in addition to his present responsibilities.
3. Shri Rajesh Prasad, Admin Officer will also assist to Ravi Rastogi, Scientist 'D' for Grievance related matter/files in addition to his present responsibilities.
4. Shri Ravi Rastogi, Scientist 'D' will hand over the charge of Hostel Warden to Sh. D.K. Tripathi, Principal Technical Officer. Sh. Tripathi will look after the activities of Hostel Warden in addition to his present responsibilities. Shri N.K. Verma, Admin Officer will assist to Shri D.K. Tripathi for Hostel related work/files in addition to his present responsibilities.
5. Shri T.A. Khan, Deputy Director (Admin) will hand over the charge of NIELIT 'O' and 'A' Level Admission & Registration to Smt. Saroj Tripathi, Admin Officer. Smt. Saroj will look after the activities of NIELIT 'O' and 'A' Level Admission & Registration in addition to his present responsibilities.
6. Smt. Indulata Gupta, Technical Officer will hand over the charge of CHM 'O' and 'A' Level to Sh. Rajesh Kumar Chauhan, Sr. Technical Officer. Mr. Chauhan will look after the activities of CHM 'O' and 'A' Level in addition to his present responsibilities.

This order will come into force with immediate effect.

This issues with the approval of Director, NIELIT Gorakhpur.


22/12/23
(S.K. Singh)

Additional Director/
Officer Incharge

To,

1. All Concerned Officers/officials.

Copy to:-

1. Director : For kind information please.
2. All Officers/officials, NIELIT Gorakhpur