

Office Order

39/2022

Dated: 31st May,2022

Consequent upon joining of Ms Kalpana Dahiya Deputy Director (A&F) on 30th May, 2022 at NIELIT J&K Jammu vide Office Order No. 38/2022 dated 01.06.2022 and in super cession to this Office earlier Memorandum No. NIELIT/29/2021 dated 15th Nov 2021 and further to smoothen the functioning and reporting structure of the staff working at NIELIT Jammu campus, the following activities would be conducted/performed by the staff of Jammu Centre as mentioned hereunder:

A. Head of Non Technical Staff: Sh. Susheel Kumar Gabgotra, Additional Director (A&F)			
Sr. No	Reporting Officer	Projects / Activities	Team Members
1)	Ms Kalpana Dahiya, Deputy Director(A&F)	Administration	1. Mr. Nirmaljit Kalia, AD 2. Mr. Kishore Chand, AO 3. Ms. Pinky Raina, Sr. PS to ED
	<i>In addition to her assigned activities, Ms. Kalpana would undertake the work of Sh. Pati Ram upon his superannuation in the month of Sep 2022.</i>	Accounts	1. Mr. Pati Ram, AD 2. Mr. Kuldeep Raj, AD(F) *Mr. Pati Ram, AD would be the Hindi Officer of the Jammu Centre
B. Head of Technical Staff: Ms. Anita Sharma, Additional Director (Systems)			
Sr. No	Reporting Officer	Projects / Activities	Team Members
1)	Ms. Sarita Kaur, Joint Director(T)	1. Training courses in IT & H/W, Python and Data Analytics, AI & ML, Web Application development using PHP/MySQL, JAVA/Advance JAVA, MEAN Stack, Blockchain, Big Data, All Databases including NoSQL, Web Application development using DOTNET, IoT, Raspberry Pie, Embedded Systems, Cyber Security & Forensics, Future Skills Scheme & CCNA other Networking Courses, etc. 2. Summer / Industrial Trainings 3. SCSP-TSP Scheme 4. NIELIT Accreditations 5. Monthly Training Schedule,	1. Mr. Shailendra Sharma, PTO 2. Mr. Sunil Gupta, DD 3. Mr. Jasvinder Singh, AD 4. Ms. Shivani Rometra, AD 5. Mr. Lokesh Dogra, TO 6. Ms. Kalpana Jasrotia 7. Mr. Sunil Sharma 8. Ms. Bharti Prashar 9. Mr. Lekhraj *Ms. Sarita Kaur JD shall be Training Coordinator and will be the PIO handling RTI applications. *Mr. Shailendra Sharma, PTO would be the Vigilance Officer of the centre

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		Advertisement, Record Keeping & Consolidation of Jammu and Srinagar record pertaining to Training, MIS reports 6. Typing Test 7. Software Development 8. Server, LAN & Internet Maintenance	
2)	Mr. Anil Raina, Joint Director	1. Training Courses in AR & VR, Social & Mobile, etc. 2. Higher Education Project 3. ESDM /DGR /DGET 4. Conduct of all types of exams/tests like CCC, NSQF, etc. 5. Setting up of Placement Cell 6. Upkeep/Maintenance of DG Set, AC, UPS, etc. 7. Social Media and Website Maintenance	1. Ms. Kanchan Koul, TO 2. Mr. Lekhraj
3)	Mr. S P Singh, Joint Director	1. Training courses in Electronics, AR&VR, Medical Appliances, AutoCad, etc. 2. NSQF Scheme 3. Upkeep/Maint./Insurance of Building & Assets	1. Mr. Vikas Sharma
4)	Mr. Rajneesh Raina, Joint Director (T)	1. All Purchases 2. Hardware/Networking/Turnkey projects 3. Hardware Accreditation & NSIC Inspections (Regional Coordinator) 4. Training courses in Multi Media, Cloud Computing, etc. 5. Biometric Attendance 6. Business Promotion 7. E-Office implementation 8. Store Keeping & Electrical upkeep of the building 9. Office Library	2. Mr. Sanjay Moza, STO 3. Mr. Arun Misri, STO 4. Mr. Bishan Dass, AO 5. Mr. Harveer Singh, Helper /Electrician *Mr. Rajneesh Raina, JD would be the Grievance Officer of the Centre

All the reporting officers would route their files through their Head of Wings.

All the purchases initiated at Srinagar would be routed through Mr. Rajneesh Raina, JD at NIELIT Jammu. For all purchases on GeM, the following roles are assigned:

1. Ms. Anita Sharma AD, shall be primary user
2. Mr. Rajneesh Raina DD, shall be Buyer as well as Consignee at Jammu
3. Mr. Arun Misri STO, shall be Buyer as well as Consignee at Jammu

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4. Mr. M. A. Koka Sr. Assist. & Mr. Mohammad Iqbal Khan, Lib. Assist. shall be Buyer as well as Consignee at Srinagar
5. Mr. Kuldeep Raj, AD shall be PAO.

The staff mentioned under the column "Team Members" would be reported upon by their respective Reporting Officers. All the Reporting Officers would be reported upon by their respective Head of Wings. The APARs and AWRs of these officers would then be reviewed by the Executive Director. However, the Executive Director would be the reporting officer for both the Head of Wings and their APARs and AWRs would then be reviewed by the Director General, NIELIT.

All technical groups, in addition to their assigned roles and responsibilities, are expected to ensure business promotion by way of submitting proposals to their existing/new potential clients in their entrusted area, from time to time. Further, all staff members are expected to take regular classes in addition to the roles and duties assigned to them.

Any other duties or responsibilities already assigned to the above officers and not mentioned in this order shall continue to be performed by them. Any staff member can be assigned any other duty from time to time as per the exigencies of work.

This issues with the approval of Executive Director.


Susheel Kumar Gabgotra
Additional Director(A&F)

Copy To:

1. Executive Director's Office
2. Sh. Ashaq Hussain Dar, OIC cum JD, NIELIT Srinagar
3. Accounts Section
4. Administration Section
5. Vigilance Officer
6. Concerned Officers/Officials
7. Hindi Officer
8. Website of the Centre