



रा.इ.सू.प्रौ.सं
NIELIT

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर / जम्मू
National Institute of Electronics & Information Technology, Srinagar/Jammu

No. 25/2022

Date : 07.09.2022

OFFICE ORDER

As Sh. Pati Ram, Asstt. Director (Admn.) is retiring from the services of NIELIT J&K on attaining the age of superannuation on 30.09.2022, he will handover the charge of activities being performed by him as mentioned hereunder :

1. Accounts


All the files pertaining to Salary of Regular and Contractual staff, Income Tax, EPF, Medical Reimbursement, News Paper and Children Educational Allowance and other related activities shall be taken over by Ms. Kalpna, Deputy Director (A&F) under assistance by Sh. Ravinder Mishra, Senior Accounts Executive (on contract) by 15th September 2022. The above activities shall be taken over/performed by them, in addition to their existing duties and responsibilities. While handing over the charge, Sh. Pati Ram shall also provide the present status of all the time bound statutory compliances including returns related to income tax, EPF etc. being followed by the Centre, so that the continuity of the same is maintained and the above stated activities are not hampered with.

In the interest of smooth functioning and better coordination of above stated activities Ms. Kalpna will shift to Room No. 305 with immediate effect.

2. Purchase

All the files related to purchase activities presently being performed by Sh. Pati Ram shall be taken over by Sh. Rajneesh Raina, Joint Director (Tech.) under assistance by Sh. Bishan Dass, Admn. Officer with immediate effect. Sh. Pati Ram while handing over the charge, shall also provide the present status of all such activities by him including the status of vendor payments, delay penalties, validity period of securities/bank guarantees and other party payments retained by the Centre etc. so that the said purchase related activities are smoothly continued with.

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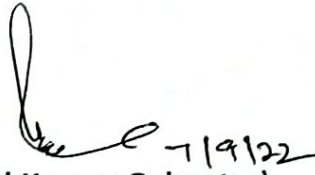

7/9/22

3. Hindi Section

All the activities related to Hindi Section including implementation of Hindi as an official language shall be taken care by Ms. Anita Sharma, Additional Director (Systems) under assistance by Sh. Nirmal Jit Kalia, Asstt. Director (Admn.) who shall perform the said activities in addition to their assigned duties and responsibilities. Accordingly all the files/registers pertaining to Hindi Section shall be taken over by above Officers from Sh. Pati Ram with immediate effect. While handing over the charge, Sh. Pati Ram will also brief the above stated Officers about present / pending activities of Hindi Section including convening of statutory meetings related to Hindi Section.

All the handing / taking over reports duly signed by the concerned Officers shall be submitted to Executive Director Office by 16th September 2022.

This issues with immediate effect with approval of Executive Director, NIELIT J&K.


(Susheel Kumar Gabgotra)
Additional Director (A&F)

Copy to :

1. Concerned staff members of NIELIT J&K posted at Srinagar and Jammu.
2. PA to Executive Director for kind information of ED.
3. Concerned file(s).
4. Notice Board(s) at NIELIT Srinagar and Jammu.
5. Hindi Officer for issue of Hindi version of this Order.
6. Incharge Web Portal.