

**National Institute of Electronics & Information Technology (NIELIT)  
Srinagar/Jammu**

Ref. No. 31/2023

Date : 19.01.2023

**OFFICE ORDER**

In pursuance to NIELIT HQ Office Order No. I-13020/1/2022/-O/o Registrar (E7446)/32 dated 17.01.2023, following Officers of NIELIT J&K Jammu are requested to handover their charge and submit their NOC alongwith handing over report by or before 23<sup>rd</sup> January 2023 to enable this Centre to relieve them for joining at their respective place of posting within the time scheduled prescribed in NIELIT HQ Order dated 17.01.2023 :

Further, above officers shall handover their charge as stated hereunder :

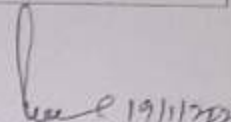
S.No.	Name & Designation of Officer	Transferred to	Description of Handing over of Charge
1	Sh. Surendra Pal Singh, Joint Director (Tech.)	NIELIT Centre Ajmer	All the charge including files and documents pertaining to ESDM, NSQF Exams. and Trainings etc. Shall be handed over by him to Ms. Sarita Kaur, JD (T)  All the Charge pertaining to maintenance of building infrastructure and Swachata Action Plan shall be handed over by him to Ms. Kalpna, DD (A&F)
2	Sh. Anil Raina, Joint Director (Tech.)	NIELIT Centre Aurangabad	All the charge including files and documents pertaining to DGR, DGE&T, CHM, Higher Education Deptt. Trainings, Outstanding Payments/receipts status and External Examinations shall be handed over by him to Ms. Sarita Kaur, JD (T).  All the Charge pertaining to maintenance of UPS / Genset installed at Jammu Centre shall be handed over by him to Sh. Rajneesh Raina, JD (T) to be assisted by Sh. Sanjay Moza, Sr. Tech. Officer.
3	Sh. Nirmal Jit Kalia, AD (Admn.)	NIELIT Centre Bikaner	All the General & Administration related files and documents of ED Office under his possession shall be handed over by him to Sh. Susheel Kumar Gabgotra, Additional Director (A&F).  All the Training related files and documents of ED Office under his possession shall be handed over by him to Ms. Sarita Kaur, JD (T).  All the files / documents / registers pertaining to Hindi Section shall be handed over by him to Ms. Anita Sharma, Additional Director (Systems).

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19/1/2023

4	Sh. Kishor Chand, Admn. Officer	NIELIT Centre Guwahati	All the charge including files, documents/official material and documents pertaining to repair of maintenance of DG Set and telephone bills shall be handed over by him to Sh. Kuldeep Raj, AD (Finance)  The charge, files and registers pertaining to despatch section and pantry items under his possession shall be handed over by him to Ms. Kalpna, DD (A&F) under assistance by Sh. Bishan Dass, Admn. Officer.
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This issues with the approval of Executive Director, NIELIT J&K.

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

Copy to :

1. All the Officers transferred vide NIELIT HQ order dated 17.01.2023.
2. Ms. Anita Sharma, Additional Director (Systems)
3. Ms. Sarita Kaur, JD (T)
4. Ms. Kalpna, DD (A&F)
5. Sh. Kuldeep Raj, AD (F)
6. Sh. Sanjay Moza, STO/Stores Incharge
7. Personnel File (s) of concerned Officers.
8. Sh. Ranjit Singh Sodhi, AD (Admn.), NIELIT Srinagar.
9. PA to ED NIELIT J&K – for information of Executive Director, NIELIT J&K.
10. Web Portal
11. Hindi Officer