

**National Institute of Electronics and Information Technology (NIELIT)
J&K**

No. 39/2022-23/968

Date: 13.09.2023

OFFICE ORDER

To smoothen the functioning and reporting structure of the staff working at NIELIT Jammu campus by superseding earlier Office Order No. 39/2022 dated 31.05.2022 & 33/2023 dated 30.01.2023; the following activities will be conducted/performed by the staff of Jammu Centre with immediate effect as mentioned hereunder:

Section	Section Head	Projects/Activities	Team Members
Projects	Mr. Rajneesh Raina, Joint Director (T)	<ol style="list-style-type: none">1. Grievance Officer of the centre2. All Purchase related to Projects at NIELIT Jammu & Srinagar.3. Turnkey projects & Software Projects4. Hardware Accreditation & NSIC Inspections5. Training courses in Multi-Media, Cloud Computing, etc6. Maintenance of Labs & Equipments7. Biometric Attendance of the Centre8. Store Keeping & Electrical Upkeep including DG Set, AC, UPS, etc.& Insurance of the Building7. Server, LAN & Internet Maintenance8. Office Library	<ol style="list-style-type: none">1. Mr. Jasvinder Singh, PTO2. Mr. Sanjay Moza, PTO3. Mr. Arun Misri, STO4. Mr. Lokesh Dogra TO5. Mr. Bishan Dass, AO6. Mr. Sunil Sharma, Faculty (Contract)7. Mr. Harveer Singh, Helper
Training	Ms. Sarita Kaur, Joint Director(T)	<ol style="list-style-type: none">1. PIO handling RTI applications of the centre2. Social Media & Website Maintenance along with Hindi Language Usage.3. All types of Training courses in IT & HW4. SCSP-TSP Scheme.	<ol style="list-style-type: none">1. Ms. Kanchan Kour, STO2. Ms. Kalpana Jasrotia, Sr. Faculty (Contract)3. Ms. Bharti Prashar, FOC (Contract)

4. All staff members are expected to perform Exam Duty as and when required/scheduled by Examination Section Head in addition to the roles and duties assigned to them. Moreover, Staff members who were already nominated as Coordinator for Taking Specific Exams will continue to perform their duties as Coordinator as & when required.
5. Mr. Shailendra Sharma, will remain working as the **Vigilance Officer** of the centre in addition to his duties, assigned by Section Heads.
6. All the purchases initiated at Srinagar would be routed through Mr. Rajneesh Raina (Projects) & Mr. Sunil Gupta (Office) at NIELIT Jammu. For all purchases on GeM, the following roles are assigned:
 - a) Ms. Anita Sharma, AD (Sys), shall be the primary user
 - b) Mr. Rajneesh Raina, Mr. Sunil Gupta, Mr. Sanjay Moza & Mr. Bishan Dass shall be Buyer as well as Consignee at Jammu
 - c) Mr. M. A. Koka Sr. Assist. & Mr. Mohammad Iqbal Khan, Lib. Assist. shall be Buyer as well as Consignee at Srinagar .
7. The staff mentioned under the column "Team Members will be reported upon by their respective Section Heads. All the Section Heads will be reported upon by AD (Sys). The APARs and AWRs of these officers would then be reviewed by the Director In-charge. However, the Director In-charge would be the reporting officer for AD (Sys) and her APARs and AWRs will then be reviewed by the Director General, NIELIT.
8. 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.
9. 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.
10. Concerned staff members will do handing-taking, if required, by today itself and report to AD (Sys) about same.

This issues with the approval of Director In-charge.



Anita Sharma
Additional Director (Sys)

13-9-23

Copy To:

1. Director In-charge's Office
2. Sh. Ashaq Hussain Dar, OIC, NIELIT Srinagar
3. Administration & Accounts Section I/C, NIELITJammu
4. Administration & Accounts Section I/C, NIELIT Srinagar
5. Vigilance Officer
6. Concerned Officers/Officials
7. Website of the Centre