## 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)	Grievance Officer of the centre     All Purchase related to	Mr. Jasvinder     Singh, PTO     Mr. Sanjay Moza
		Projects at NIELIT Jammu & Srinagar. 3. Turnkey projects & Software	PTO 3. Mr. Arun Misri, STO 4. Mr. Lokesh Dogra
		Projects 4. Hardware Accreditation & NSIC Inspections 5. Training courses in Multi-	TO 5. Mr. Bishan Dass, AO 6. Mr. Sunil Sharma.
		Media, Cloud Computing, etc	Faculty (Contract) 7. Mr. Harveer Singh,
		<ul><li>6. Maintenance of Labs &amp; Equipments</li><li>7. Biometric Attendance of the Centre</li></ul>	Helper
		8. Store Keeping & Electrical Upkeep including DG Set, AC, UPS, etc.& Insurance of	
		the Building 7. Server, LAN & Internet Maintenance 8. Office Library	e for Eq.( K. e. )
Training	Ms. Sarita Kaur, Joint Director(T)	<ol> <li>PIO handling RTI applications of the centre</li> <li>Social Media &amp; Website</li> </ol>	1. Ms. Kanchan Kou, \$TO
		Maintenance along with Hindi Language Usage.  3. All types of Training	<ol> <li>Ms. Kalpana         Jasrotia, Sr. Faculty         (Contract)</li> <li>Ms. Bharti Prashar,</li> </ol>
A. A.		courses in IT & H/W 4. SCSP-TSP Scheme.	FOC (Contract)

	T	- FORMEON/DOCT & OUR	T
		5. ESDM/DGR/DGET & CHM	
		Trainings	
		<ol><li>NIELIT Accreditations</li></ol>	
		7. Monthly Training Schedule:	
	Arthur Stanton	Advertisement, Record	
	1000 1 2 1 1 2 2 2	Keeping & Consolidation of	
	200	Jammu and Srinagar	
		record pertaining to	As
2 7 7 70		Training, MIS reports.	and the second s
	M. C. II C. III	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	1. Mr. Shailendra
Examination	Mr. Sunil Gupta,		Sharma, PTO
& Capacity	Joint Director	Office Complex of NIELIT	
Building	=,	Jammu & Srinagar.	
Projects		<ol><li>Capacity Building Projects</li></ol>	Rometra, STO
		like EELTP etc.	3. Mr. Lekhraj, Office
		3. Examination OMR/CBT	Assistant (Contract)
		based/ Conduct of all types	
		of exams/tests like CCC,	
		NSQF etc.	
		4. ESDM and NSQF	
		Accreditations.	
		5. Typing Test	
		6. WBL Project	
		7. Vehicle Maintenance	And the second second second second
Admin. & Fin.	Ms Kalpana	All activities related to	
	Dahiya,	Administration of the centre	
	Deputy Director	2. Civil Maintenance of	
	(A&F)	Building	
		3. Salary of All	
		Contractual/Mission/	11 (1991) Sun 17
		Outsource staff	
		4. All Queries from HQ related	
		to Adm. & Accounts	
		5. Court Cases pertaining to	
		Jammu centre	
		6. BSNL & Electricity Bills	
		All Accounts related activities	1 Mr. Kuldeep Raj,
		like Salary of Regular staff,	1
		TDS/Income Tax, EPF/NPS,	
		GST Returns, IEBR, TADA,	i i
		LTC, Medical Reimbursement,	(Contract)
		News Paper and Children	,
		Educational Allowance etc.	
Marine and the second s			Company of the Compan

- 1. All Section Heads will report to AD (Sys) and route their files through AD (Sys)
- 2. All the officers shall route their files through Section Heads only
- 3. All staff members are expected to take regular classes as and when required/scheduled by Training Section Flead in addition to the roles and duties assigned to them.

- 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