

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

No. 39/2022-23/974

Date: 20.09.2023

**OFFICE ORDER**

To smoothen the functioning and reporting structure of the staff working at NIELIT Srinagar campus by superseding all earlier Office Orders, the following activities will be conducted/performed by the staff of Srinagar Centre with immediate effect as mentioned hereunder:

S. No	Name of Official	Duties assigned	Actions Points
1	Sh. Ashaq Hussain Dar, JD(T) and OIC, Srinagar	<ul style="list-style-type: none"><li>• Future Skill Scheme</li><li>• Co-CI for Drones Project</li><li>• Consultancy Services &amp; Hardware Inspections</li><li>• Software Development Projects</li><li>• Server, LAN &amp; internet Maintenance</li><li>• Conduct Departmental Hardware Inspections.</li><li>• Nodal Coordinator for Digital Literacy Exams</li><li>• Coordinator Recruitment Examination</li><li>• New proposals for Recruitment Examination</li><li>• Launch of B.Tech Course at NIELIT Srinagar</li><li>• JKBOSE Follow Up</li></ul>	<p>To provide a Comprehensive plan for the taking up more Recruitment exams. Efforts to be made to become the preferred Recruitment agency in the U.T of J &amp; K.</p> <p>Launch of B.Tech Course at NIELIT Srinagar. To head the Committee for the launch of B.Tech as given in <b>Annexure 1</b>. Detailed Proposal to be submitted by November 2023.</p>
2	Sh. Muneer Ahmad Dar, Scientist 'D'	<ul style="list-style-type: none"><li>• Coordinator Formal Education and Non Formal Education</li><li>• Teaching at P.G /U.G Level</li><li>• Preparation of Monthly Training Schedule in respect of Formal as well as Non Formal Courses, Advertisement, etc.</li><li>• Establishment of Study Centres</li><li>• Record Keeping and Consolidation for MIS Reports</li></ul>	<p>To Provide a Comprehensive action plan for revival of Formal and Non Formal Courses by November 2023.</p> <p><b>O- Level Batches are to be started for the next academic session along with other NSQF Aligned courses of NIELIT.</b></p>
3	Dr. Ummer Iqbal Khan, Scientist 'C'	<ul style="list-style-type: none"><li>• Coordinator Research and Development</li><li>• New project proposals and Initiatives</li><li>• Preparation of new Qualification Files</li><li>• Nodal Coordinator and Co-CI for Drones project</li><li>• Quality Assurance Officer</li><li>• Coordinator Work Based Learning Program</li></ul>	<p>The concerned officer must submit continuous proposals of capacity building and R&amp;D projects to Meity.</p> <p>To provide a compressive plan of the proposal to be submitted in next 3 months. Minimum of 03 proposals to be submitted by November 2023.</p>

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			A minimum of 02 Qualification files to be prepared by November 2023
4	Dr. Nisar Bukhari Scientist 'C'	<ul style="list-style-type: none"> <li>Coordinator Short Term/ Industrial Training Program</li> <li>Launch of NSQF Courses across Degree Colleges within Kashmir Division</li> <li>Teaching at P.G /U.G Level</li> <li>Record Keeping and Consolidation for MIS Reports</li> <li>Coordinator Work Based Learning Program</li> <li>Corporate Trainings</li> <li>SCSP-TSP Scheme</li> </ul>	<p>To Provide a Comprehensive action plan for revival of Short Term/ Industrial Training Program.</p> <p>Special Emphasis are to given to cooperate trainings.</p> <p>To start NSQF Courses in various Degree Colleges.</p> <p>A minimum of 05 batches of training to be started by November 2023.</p>
5	Sh. Fayaz Ahmed Fayaz, Scientist 'C'	<ul style="list-style-type: none"> <li>Coordinator For establishing the Study Centres</li> <li>Teaching at P.G /U.G Level</li> <li>Hostel charge (Dormitory)</li> <li>Co-CI for Drone Project</li> <li>RTI</li> </ul>	<p>To Provide a Comprehensive action for establishing the Study Centre Across Kashmir.</p> <p>03 Study Centres to be established by November 2023.</p>
6	Sh. Fayaz Ahmad Malik, PTO & Incharge, Admin. & Finance	<ul style="list-style-type: none"> <li>Nodal Officer for Aspirational Districts Project</li> <li>EELTP Project (Co-CI)</li> <li>ESDM</li> <li>Coordinator 3 and 6 Months Courses</li> <li>NCSC Trainings</li> <li>Admin and Finance</li> <li>Upkeep/Maintenance/Security/Insurance of Building &amp; Assets including vehicles</li> </ul>	<p>To complete all requisite Targets on Time</p> <p>To ensure of all admin and finance issues are properly handled</p>
7	Sh. Ajaz Kumar Scientist 'C',	<ul style="list-style-type: none"> <li>Coordinator Software Development cell</li> <li>Teaching at P.G /U.G Level</li> <li>Hostel Construction</li> <li>MIS Maintenance</li> <li>MCC (Model Career Centre)</li> </ul>	<p>To provide a plan for new software development projects to be submitted by November 2023.</p> <p>The placement Cell is given in <b>Annexure 3</b></p>
8	Mrs Farya Khalid, Senior Tech. Officer	<ul style="list-style-type: none"> <li>Coordinator PMKVY Project</li> <li>NSQF Accreditations</li> <li>Teaching at P.G /U.G Level</li> <li>Social Media and Website Maintenance</li> <li>MIS Portal (NIELIT HQ and Srinagar)</li> <li>Provide Support for all Types of examinations</li> </ul>	<p>To complete the PMKY Targets.</p> <p>Screening of NSQF Accreditation Files.</p> <p>The Inspection committee is given in <b>Annexure 2</b></p>
9	Mrs Haseena Akthar, Senior Tech. Officer	<ul style="list-style-type: none"> <li>Hardware Accreditation</li> <li>Teaching at P.G /U.G Level</li> <li>Coordinator O/A/B Level Theory and Practical Examination</li> <li>Provide Support for all Types of examinations</li> </ul>	<p>To establish new Hardware centres in the region</p>
10	Sh Mohhamd Iqbal, Lib & Info Asst	<ul style="list-style-type: none"> <li>Gem Procurement</li> <li>Provide Support for all types of examinations</li> <li>Provide Support to Sh Ashaq Husain for Inspections</li> </ul>	

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11	Miss Nafia Manzoor, (Sr. P.S.)  Ms Shaheen, (Receptionist)	<ul style="list-style-type: none"> <li>Record Keeping for Formal as well as Non Formal Trainings</li> <li>Responsible for updation of all training records on MIS Portal Srinagar &amp; NIELIT Hqrs</li> <li>Provide support for all types of examinations</li> <li>Counselling and Tele calling</li> <li>Canteen</li> </ul>	
12	Sh Samillaah,	<ul style="list-style-type: none"> <li>To start a Solar and Renewable Energy Course Under the Supervision of Sh.Ahaq Husain Dar</li> <li>Upkeep/Maintenance of DGSet/AC/UPS</li> <li>Provide Support for all types of examinations</li> </ul>	

1. All staff members shall abide by the training schedules prepared every month for Formal & Non-Formal education by Dr Muneer Ahmad Dar. The Monthly Schedule must be shared with ED Office.
2. All the notings initiated by various staff members at Srinagar must be routed through OIC, Srinagar. Additionally, all administrative notings being initiated by technical staff members must be routed through Fayaz Malik and then OIC, Srinagar.
3. Ms Anita Sharma, Additional Director(S) shall be Reporting Officer for all the staff members.
4. Performance of all the staff members would be reviewed by Sh Shameem Khan, Director In Charge.
5. For all purchases on GeM, the following roles are assigned:-
  - a. Mr M.A.Koka, Administrative Officer and Mr Mohd Iqbal Khan, Library & Information Assistant shall be Buyer as well as Consignee for NIELIT Srinagar
  - b. All purchases initiated at NIELIT Srinagar shall be routed through Sh Rajneesh Raina, JD(T) for Project bases procurements and through Sh Sunil Gupta, Scientist D, for regular office procurements who would then be putting them further for necessary approval.
6. All officers, 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 areas.
7. 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 Director In-charge.

  
Anita Sharma

Additional Director (Sys)

Copy To:

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

## Annexure 1:

### Committee for the Launch of B.Tech Course at NIELIT Srinagar

S.NO	Name	Role
1	Sh Ahaq Hussain Dar	Chairman
2	Dr. Muneer Ahmed Dar	Member Secretary
3	Dr. Ummer Iqbal	Member
4	Dr. NisarBukahri	Member
5	Sh. Fayaz Ahmed Malik	Member

## Annexure 2:

### Inspection Committee for NSQF Accreditation

S.NO	Name	Role
1	Fayaz Ahmed Malik	Chairman
2	Mrs HaseenaAkthar	Member
3	Mrs Farya Khalid	Member
4	Mohmmad Iqbal Khan	Member

## Annexure 3:

### Placement Cell

S.NO	Name
1	Dr. Ummer Iqbal
2	Ajaz Kumar
3	Nafia Manzoor



Anita Sharma  
Additional Director (Sys)