

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, कालिकट
NATIONAL INSTITUTE OF ELECTRONICS AND
INFORMATION TECHNOLOGY (NIELIT), CALICUT

२०१६

सं.1(80)/98/निजी
No.1(80)/98/Pers

05 मई, 2016
May 05, 2016

कार्यालय आदेश सं.17/OFFICE ORDER No.17

On the basis of Office Order No. NIELIT/HQ/EST/84/14(Vol.III/Pt.)/767 dated 03.05.2016 issued by Headquarters transferring Smt. Seema A V, Library & Information Officer of this Centre to NIELIT, Aurangabad at her own interest, Smt. Seema A V, Library & Information Officer will be relieved from the services of the Centre on or before 17.05.2016 subject to the following:

Smt. Seema A V shall -

- (1) hand over the charge (in respect of (a) library related activities/responsibilities to Dr. (Smt) Reena K K, NIELIT, Calicut and (b) MIS Reports, Projects consolidation, Newsletter input, and AIMS Portal to Smt. Reshma C B, Technical Officer;
- (2) obtain 'No Due Certificate' from all Groups/Sections;
- (3) surrender the ID card issued to her and return all items/equipment issued to her;
- (4) complete APAR for the period up to the date of relief ; and
- (5) submit a list of activities handled, additional responsibilities assigned to her along with status of the same,

before her relief.

Smt. Seema A V shall report to Director, NIELIT, Aurangabad.

Smt. Seema A V is not entitled to joining time and transfer benefits as her transfer is at her own request.

M. P. Pillai

(डॉ. एम. पी. पिल्लई)/(Dr. M. P. Pillai)

कार्यकारी निदेशक /Executive Director

To

Smt. Seema A V - Through Library In-charge
Library & Information Officer
Employee No.057

- Copy to:
1. Executive Director's Office, NIELIT, Calicut
 2. Library In-charge, NIELIT, Calicut
 3. The Director, NIELIT, Aurangabad
 4. Registrar, NIELIT HQ, New Delhi
 5. TSO/PS to Director General, NIELIT HQ, New Delhi
 6. Accounts Section, NIELIT, Calicut
 7. Dr. (Smt.), Reena KK, Sr. LIO, NIELIT, Calicut
 8. All Group Heads
 9. Officer Order File