

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

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सं.1(111)/10/निजी
No.1(111)/10/Pers

05 मई, 2016
May 05, 2016

कार्यालय आदेश सं.18/OFFICE ORDER No.18

On the basis of Office Order No. NIELIT/HQ/EST/84/14(Vol.III/Pt.)/770 dated 03.05.2016 issued by Headquarters transferring Shri Viswanath Naik S, Technical Officer (Stores) of this Centre to NIELIT HQ in public interest, Shri Viswanath Naik S, Technical Officer (Stores) will be relieved from the services of the Centre on or before 17.05.2016 subject to the following:

Shri Viswanath Naik S shall -

- (1) hand over the charge to Shri K.M. Martin, Scientist/Engineer 'E' or any other officer nominated by him;
- (2) obtain 'No Due Certificate' from all Groups/Sections;
- (3) surrender the ID card issued to him and return all items/equipment issued to him;
- (4) complete APAR for the period up to the date of relief ; and
- (5) submit a list of activities handled, additional responsibilities assigned to him along with status of the same,

before his relief.

Shri Viswanath Naik S shall report at NIELIT HQ, New Delhi.

Shri Viswanath Naik is entitled to normal joining time and transfer benefits as per rules.

M.P.Pillai

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

कार्यकारी निदेशक /Executive Director

To

Shri Viswanath Naik S - Through Group Head
Technical Officer (Stores)
Employee No.088

- Copy to:
1. Executive Director's Office, NIELIT, Calicut
 2. Shri Martin K M, Sc/Engr 'E', NIELIT, Calicut
 3. Registrar, NIELIT HQ, New Delhi
 4. TSO/PS to Director General, NIELIT HQ, New Delhi
 5. Accounts Section, NIELIT, Calicut
 6. All Group Heads
 7. Officer Order File