

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, कलिकट
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,
CALICUT

OFFICE ORDER

No.DIR/OOR/18/03

12th January 2018

Further to the Office Order No. DIR/OOR/18/02 dated 11th January 2018 regarding Reporting/Reviewing structure of the employees of the Centre, in the absence of concerned officials, next official in order as indicated below shall take care of the duties and responsibilities assigned to the Officer.

- 1) Mrs. Sheela VS → Mr. K S Lalmohan → If both are absent, Mrs. Saritha S
- 2) Mr. K S Lalmohan → Mrs. Sheela VS → If both are absent, Mrs. Saitha S
- 3) Mrs. Saritha S → Mrs. Sheela VS → If both are absent, Mr. K S Lalmohan
- 4) Mr. G John → Mr. P T Sasidharan → If both are absent, Mr. K S Lalmohan
- 5) Mr. Pratap Kumar S → Mr. Jayaraj U K → If both are absent, Mr. Nandakumar R
- 6) Mr. A Baradharajan → Mrs. Beena C → If both are absent, Mr. Krishnan P

In the absence of respective Reporting Officers of other staff, the Group Head/Group Co-ordinator shall act as Reporting Officer, and shall be responsible for the duties assigned to the staff on leave/away on duty.

In case of additional responsibilities being handled by various officers, all Reporting Officers and Group Heads shall get familiarized with the task so that same may be handled by them in case of emergency situations.

Duties and responsibilities of Electrical and Civil Maintenance shall be looked after by either of them when one of them is absent.


EXECUTIVE DIRECTOR

Copy to:

- 1) All regular staff members (thro' email)
- 2) JD (F&A)
- 3) All Group Heads
- 4) VO
- 5) PIO
- 6) Web Administrator
- 7) OOR file