

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.), कालिकट  
NATIONAL INSTITUTE OF ELECTRONICS AND  
INFORMATION TECHNOLOGY (NIELIT), CALICUT

सं: 3(9)/11/स्थापना  
No.3(9)/11/Estt.

12 अप्रैल 2021  
April 12, 2021

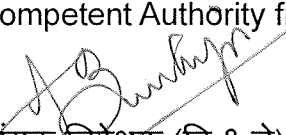
कार्यालय आदेश सं.06/OFFICE ORDER No.06

In accordance with the Office Order No. A-22011/1/2020-O/o Registrar dated 16<sup>th</sup> March 2021 of NIELIT Headquarters transferring Shri Ramachandran N N, Assistant Director (Admn) to this Centre, on his own request and Office Order No. 01/05/2021/CHN/P&A dated 31.03.2021 relieving Shri Ramachandran N N, Assistant Director (Admn) from his duties at NIELIT Chennai Centre w.e.f. 31.03.2021, he has reported for duty on the forenoon of 9<sup>th</sup> April 2021 at this Centre.

He has been posted in the Purchase Section and will be reporting to Shri Krishnan P, Sr.PPS/JD & Purchase In-Charge. He has to take over charge from Shri Venkataraman R, Sr. Assistant on or before 13<sup>th</sup> April 2021.

A report of Handing/Taking over may be forwarded to the undersigned through proper channel.

He will be informed and assigned detailed duties and responsibilities by the Reporting Officer. He is also required to carry out any other work/responsibility assigned by the Competent Authority from time to time.

  
संयुक्त निदेशक (वि & ले)  
JOINT DIRECTOR (F&A)

To

Shri Ramachandran N N,  
Assistant Director (Admn)

- Copy to :
1. The Registrar, NIELIT HQ
  2. Executive Director's Office, NIELIT, Calicut
  3. PS to Director General, NIELIT, New Delhi
  4. Division Heads
  5. Shri Krishnan P, Sr.PPS/JD & Purchase In-Charge
  6. Shri Venkataraman R, Sr. Assistant — *requested to hand over the documents related to Purchase Section to him.*
  7. Webmaster — *For uploading the website*
  8. Vigilance Officer
  9. PIO
  10. Accounts Section
  11. Office Order File
  12. Transfer File
  13. Guard File