

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION  
TECHNOLOGY (NIELIT) CHANDIGARH**

NIELIT/CH/ADMN-02/2016/7959

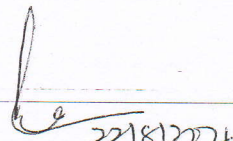
Dated: 22<sup>nd</sup> August, 2016

**OFFICE ORDER**

Consequent upon her promotion as Principal Private Secretary vide Headquarters Office Order No. 1(47)/2015-NIELIT/1391 dated 10<sup>th</sup> August, 2016. Ms. Varrinder Kaur, Principal Private Secretary, in addition to her existing responsibilities, shall take up the following additional responsibilities of Administration and Finance Section of NIELIT Chandigarh:-

1. Realisation/Follow up actions of outstanding payments of Debtors in coordination with Shri Sanjay Sharma, Additional Director (Technical) and other concerned Project Incharges.
2. Scanning and uploading of following data related to Administrative Wing on Virtual Machine hosted at NIELIT Data Centre:-
  - a) Service Books of all regular employees of NIELIT Chandigarh/Ropar.
  - b) Personal Files of all regular employees of NIELIT Chandigarh/Ropar.
  - c) ACRs, APARs and AWRs of all regular employees of NIELIT Chandigarh/Ropar.

This issues with the approval of Director Incharge, NIELIT Chandigarh.

  
(Susheel Kumar Gabgotra)  
Additional Director

1. Shri Janak Raj, Registrar NIELIT with reference to Headquarters Office Order No. 1(47)/2015-NIELIT/1391 dated 10<sup>th</sup> August, 2016.
2. Director's Office
3. Additional Director/Additional Directors (Technical)
4. Vigilance Officer
5. Joint Directors (Technical)/Joint Directors (Systems)
6. Joint Director (Admn.)
7. Financial Controller
8. Sh. Gurpreet Singh, Deputy Director (Systems)- With request to display the Office Order on the Website of the Centre.
9. Official Concerned
10. Personal File
11. Notice Boards