

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. No. 64(4)/2019 – NIELIT / 953

16.08.2019

OFFICE ORDER

In supersession of all earlier orders in this regard, with the approval of the Competent Authority, it is decided to re-organise organisational structure in NIELIT Headquarters, as under: -

A. Personnel & Administration (P&A) Wing	
Head of Wing	Registrar, NIELIT [Sh. Janak Raj]
Link Officer(s)	Chief Finance Officer
Reporting Officer	Director General
Duties & responsibilities	<p>I. All Personnel & Administration related activities including</p> <ol style="list-style-type: none"> 1) Secretarial matters of GC, MB & EC 2) Legal & protocol related matters 3) Official vehicles and their maintenance 4) Recruitment 5) APAR & Promotion <p>II. All work relating to Appellate Authority/ Transparency Officer, Public Grievance Officer, Chief Welfare Officer, Nodal Officer to Persons With Disability (PWD)</p> <p>III. Additional charge/ duties and responsibilities assigned from time to time</p>
B. Finance & Accounts (F&A) Wing	
Head of Wing	Chief Finance Officer (CFO) [Sh. Rajeev Talwar]
Link Officer(s) <i>i.r.o. all job roles except as Link Officer to the Registrar & the First Appellate Authority</i>	Smt. Chaman Sharma, Dy. Director (Finance)
Reporting Officer	Director General
Duties & responsibilities	<ul style="list-style-type: none"> ▪ Secretarial matters of F&A committee ▪ All financial and accounting matters, budget, audits etc. ▪ Other work assigned from time to time

Continued on page 2...

From page 1:-

B. Finance & Accounts (F&A) Wing <i>(continued...)</i>	
Section	Internal Financial control (IFC)
Head of Section	Sh. Himanish Roy, Addl. Director (Finance)
Reporting Officer	Director General
C. IT Infrastructure & Services (ITIS) Wing	
Head of Wing	Smt. Chetna Singh Rathor, Scientist 'D' / Jt. Director(IT)
Link Officer(s)	Sh. Sandeep Kumar, Scientist 'D' / Jt. Director (Projects)
Duties & responsibilities	IT solutions for entire Headquarters which includes software development for Examination, Accreditation & Registration etc. and any other job assigned from time to time
Reporting Officer	Director General
D. Projects Wing	
Head of Wing	Sh. Sandeep Kumar, Scientist 'D' / Jt. Director (Projects)
Link Officer(s)	Sh. Rajneesh Kumar Asthana, Scientist 'D' / Jt. Director (Acad)
Reporting Officer	Registrar
Duties & responsibilities	All civil projects including new centres /extension centres, ESDM Project, NE Projects etc. and any other job assigned from time to time
E. Academics, Placement, Training & R&D Wing	
Head of Wing	Sh. Rajneesh Asthana, Scientist 'D' / Jt. Director(Academics)
Link Officer(s)	Sh. Sandeep Kumar, Scientist 'D' / Jt. Director(Proj.)
Reporting Officer	Director General - For Syllabus, Training & R&D Projects. Registrar - For Others
Duties & responsibilities	Syllabi of existing courses, new courses, NSQF alignment, affiliation of certificates etc. with universities, placement / NIELIT skill portal, training, R&D projects, Accreditation, Registration and any other job assigned from time to time.
F. HQ Establishment (Procurement, Building Security & Maintenance) Wing & CPIO	
Head of Wing	Sh. B.B. Dua, Scientist 'D' / Jt. Director (Tech)
Link Officer(s)	Sh. Ashok Verma, Jt. Director (Admn)
Reporting Officer	Registrar

2

Continued on page 3...

P.T.O.

From page 2:-

F. HQ Establishment (Procurement, Building Security & Maintenance) Wing & CPIO (continued...)		
	Duties & responsibilities	Establishment matters relating to office up-keep and maintenance & security, procurement/ purchases except those specifically assigned to another officer/ official, CPIO / PIO under RTI Act and any other job assigned from time to time
G. Coordination Wing		
	Head of Wing	Sh. Rajneesh Asthana, Scientist 'D' / Jt. Director(Academics)
	Link Officer(s)	Sh. B. B. Dua, Scientist 'D' / Jt. Director (Tech)
	Reporting Officer	Registrar
	Duties & responsibilities	Reports and returns on projects to administrative ministry / other organizations, Marketing, Newsletter, Annual Report, Technical projects coordination.
H. Examinations Wing		
	Head of Wing	Sh. Anurag Shah, Controller of Examinations
	Link Officer(s)	Sh. G. Bhaskar, Jt. Director (Admn.)
	Reporting Officer	Director General
	Duties & responsibilities	<ul style="list-style-type: none"> • All examinations of the courses offered by NIELIT • Recruitment examinations • Other examinations and related activities • Any other job assigned from time to time

2. The internal reporting structure along with link officers (up to two levels) within each Wing will be determined by the respective Head of Wing, with due procedure, so as to ensure smooth and seamless conduct of Wing's functions.

3. Delegation of powers from Director General, NIELIT to Registrar, NIELIT vide OM No.1(66)/2016-NIELIT dated 30.08.2017 & 24.01.2018 would continue.


 (Janak Raj)
 Registrar

Copy to: -

1. Executive Director/ Director/ Director Incharge, all NIELIT Centres
2. All Heads of the Wings, NIELIT Headquarters
3. Webmaster, NIELIT Headquarters – for uploading on NIELIT website
4. Notice Board in NIELIT Headquarters
5. Guard File/ Office Order File

Copy for kind information to: -

1. CVO, NIELIT
2. The Staff Officer to the Director General, NIELIT