

**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

File No. 64(4)/2019 - NIELIT /116

23/01/2020

OFFICE MEMORANDUM

In compliance of NIELIT's OM No. 1(03)/2016-NIELIT Vol. V/01 dated 02/01/2020 prescribing the model reporting and reviewing structure for performance appraisals (APARs) in NIELIT henceforth, coupled with administrative requirements arising out of vigilance guidelines directing periodical job rotations, as well as, recent transfers from/ in NIELIT Headquarters, the following reporting structure, along with schedule of duties and responsibilities indicated against each, stands adopted in NIELIT Headquarters, *with immediate effect and in supersession of all earlier communications in this regard:* -

1. PERSONNEL & ADMINISTRATION (P&A) WING		
Head of Wing		Sh. Janak Raj, Registrar, NIELIT [Reporting to the Director General]
1.1	Duties & responsibilities of the Head of Wing, P&A Wing	<ul style="list-style-type: none"> Supervision of the staff at Sno. 1.1.1 & 1.1.2 Public Grievance Officer Appellate Authority Policy & other miscellaneous matters of the concerned Miscellaneous activities of the concerned
1.1.1	Sh. Ashok Verma, Jt. Director (Admn.) Head, Administration Section & CPIO	<ul style="list-style-type: none"> Supervision of the staff from Sno. 1.1.1(A) to 1.1.1(F) Policy & miscellaneous matters of the concerned Miscellaneous activities of the concerned CPIO/ PIO of NIELIT
1.1.1 (A)	Smt. Ranjana Gulla, Assistant Director (Admn)	<ul style="list-style-type: none"> HQ building maintenance, safety & security, including, day-to-day upkeep, minor & major repairs, maintenance & civil works Advertisement Canteen management
1.1.1 (B)	Sh. Bhagwan Singh Negi Assistant Director (O.L.)	<ul style="list-style-type: none"> Official Language Telephone services Dak Section
1.1.1 (C)	Sh. Jaswant Singh, Assistant Director (Admn)	<ul style="list-style-type: none"> Recruitment of regular manpower Recruitment of contractual manpower (engaged directly on term contract basis) Manpower status of NIELIT
1.1.1 (D)	Sh. Naveen Kumar Aggarwal, Assistant Director (Admn.)	<ul style="list-style-type: none"> Miscellaneous matters Grievances & Vigilance - related matters Coordination with centres regarding P&A matters Reports & Returns to MeitY (yearly/half yearly/ quarterly) Assisting Appellate Authority (Direct reporting to the Registrar in respect of grievances, vigilance & AA RTI matters)

Continued on page 2

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रोपड़, रांची, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, पासीघाट, तेजू, सिलचर, डिब्रूगढ़, कोकराझार, जोरहाट, तेजपुर, जम्मू, लेह, सेनापति, चुराचंद्रपुर, तुरा, लुंग्लेई, चुचुइमलांग, पाली और लखनऊ
Centers :	Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Patna, Ropar, Ranchi, Shimla, Shillong and Srinagar
Extension Centres :	Alawalpur, Pasighat, Teju, Silchar, Dibrugarh, Kokrajhar, Jorhat, Tejpur, Jammu, Leh, Senapati, Churachnadpur, Tura, Lunglei, Chuchuyimlang, Pali and Lucknow

Continued from page 1

1. PERSONNEL & ADMINISTRATION (P&A) WING (Continued)		
1.1.1 (E)	Sh. Ramesh Kumar, Administrative Officer	<ul style="list-style-type: none"> • Procurement
1.1.1 (F)	Sh. Rahul Rooprai, Administrative Officer	<ul style="list-style-type: none"> • Outsourcing of manpower • Stores Management • Protocol & vehicle/ taxi management • Ticketing & tour arrangements related activities • Construction, renovation & major repairs of NIELIT buildings in Delhi & NCR
1.1.2.	Sh. R. K. Joshi, Dy. Director (Admn.), Head, Establishment Section	<ul style="list-style-type: none"> • Staff Officer to the Director General • APAR management & promotions • VIP matters • Supervision of staff from Sno. 1.1.2 (A) to 1.1.2 (B) • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
1.1.2 (A)	Smt. Kanchan Panwar, Principal Private Secretary	<ul style="list-style-type: none"> • Secretarial assistance to Registrar • Secretarial matters of GC, MB & EC • Medical facility related matters • Children Education Allowance • Newspaper reimbursement • Leave & attendance management • Canteen allowance
1.1.2 (B)	Smt. Nidhi Jain, Assistant Director (Admn.)	<ul style="list-style-type: none"> • Personnel & establishment related matters except those assigned to Smt. Panwar • Transfers • Disciplinary matters
2. IT INFRASTRUCTURE & SERVICES (ITIS) WING		
	Head of Wing	Smt Chetna Singh Rathor, Scientist 'D'/ Jt Director(IT), [Reporting to the Director General]
2.1	Duties & responsibilities of the Head of Wing of ITIS Wing	<ul style="list-style-type: none"> • Supervision of the staff at Sno. 2.1.1 • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
2.1.1	Sh. Vikas Mittal, Scientist 'C' / Dy. Director (Tech.)	<ul style="list-style-type: none"> • Supervision of the staff from Sno. 2.1.1(A) to 2.1.1(B) • Policy & miscellaneous matters of the concerned • Miscellaneous activities of the concerned
2.1.1 (A)	Smt. Santosh Bhardwaj, PTO/Dy. Director (T)	<ul style="list-style-type: none"> • All activities related to software development and maintenance of software in NIELIT Headquarters
2.1.1 (B)	Sh. Rajendra Prasad, Senior Programmer	<ul style="list-style-type: none"> • All activities related to IT infrastructure in NIELIT Headquarters

Continued on page 3

Continued from page 2...

3. ACADEMICS WING & COORDINATION WING		
	Head of Wing	Sh. Rajneesh Kumar Asthana, Scientist 'D'/ Jt. Director (Academics) <i>[Reporting to the Director General for syllabus, training & R&D projects only; Reporting to the Registrar for all other projects & Coordination Wing]</i>
3.1	Duties & responsibilities of the Head of Wing, Academics & Coordination Wing	<ul style="list-style-type: none"> • Supervision of the staff from Sno. 3.1.1 to 3.1.6 • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
3.1.1	Sh. Jyoti Mohan Koli, Scientist 'C' (Marketing)/ Dy. Director (Marketing)	<ul style="list-style-type: none"> • Social Media • Marketing • MoUs • Annual Report - MeitY • Capacity Building & R&D Projects [IT] • NSQF
3.1.2	Sh. Hirdesh Sihare, Dy. Director (Tech.)	<ul style="list-style-type: none"> • Coordination with MeitY • Coordination - NIELIT Centres • Coordination HQ • Parliamentary matter reply • eSamiksha • PMO Folder • SC/SP TSP Scheme • NIELIT Newsletter • DGET Scheme • E-Waste Management • Annual Report - NIELIT • Syllabus • Reporting Officer to the staff at Sno. 3.1.2 (A) & 3.1.2(B) as follows, for the above-mentioned activities: - 3.1.2 (A) Ms. Swarnali Deb, Senior Technical Officer 3.1.2 (B) Sh. Amarnath, Sr. Assistant
3.1.3	Sh. Lalit Kumar Dabi, Scientist 'B'/ Assistant Director (Tech)	<ul style="list-style-type: none"> • All activities related to Facilitation Centre (Pre) & Facilitation Centre (Post), and Reporting Officer to the staff at Sno. 3.1.3 (A) & 3.1.3(B) as follows, for the same: - 3.1.3 (A) Sh. Rakesh Kumar, Admn Officer (DE) 3.1.3 (B) Sh. B. Srivathsan, Admn Officer • All activities related to Registration Non-Formal Courses & Registration NSQF aligned Courses and Reporting Officer to the staff at Sno. 3.1.3 (C) as follows, for the same: 3.1.3 (C) Sh. Ashok Kumar, Assistant
3.1.4	Smt. Shashi Sharma & Smt. Lalita Sharma, SPS/ Asst Director	<ul style="list-style-type: none"> • Accreditation (Backlog Clearance) [Time Bound]
3.1.5	Smt. Rashmi Agrawal, Assistant Director(Admn)	<ul style="list-style-type: none"> • Accreditation (post) & related activities
3.1.6	Ms. Promila Gupta, Administrative Officer	<ul style="list-style-type: none"> • Accreditation (pre) & related activities

Continued on page 4

Continued from page 3...

4. PROJECTS WING		
Head of Wing		Sh. Sandeep Kumar, Scientist 'D'/ Jt. Director (Projects) [Reporting to the Registrar]
4.1	Duties & responsibilities of the Head of Wing, Projects Wing	<ul style="list-style-type: none"> • Supervision of the staff from Sno. 4.1.1 to 4.1.2 • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
4.1.1	Sh. Ashwin Panwar, Scientist 'B'	<ul style="list-style-type: none"> • All activities pertaining to running expansion - related projects, including <ul style="list-style-type: none"> ○ NECB Project ○ Buxar & Mujjafarpur Project ○ New Upcoming Projects from GIA support of MeitY: Dimapur, Kargil, Mandi ○ Other likely expansion related project viz Jhalandhar, Pondicherry, Bengaluru ○ Other Projects under planning viz Goa, Bikaner, Jodhpur ○ Other expansion Projects to be planned ○ Project ongoing- Bhubaneshwar, Ranchi, Ropar, Patna and others ○ CB Project ○ Centres affairs to be dealt at HQ ○ DONER/NEC project • Conceptualization, proposal, DPR and follow up of new projects
4.1.2	Smt. Bhumika Vyas, Senior Technical Assistant	<ul style="list-style-type: none"> • All matters related to ESDM Schemes • All PMUs related matters • Coordination of III Taiwan Training, training related affairs, reporting & ATR of the same.
5. FINANCE WING		
Head of Wing		Sh. Rajeew Talwar, Chief Finance Officer, NIELIT [Reporting to the Director General]
5.1	Duties & responsibilities of the Head of Wing, Finance Wing	<ul style="list-style-type: none"> • Supervision of the staff at Sno. 5.1.1 • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
5.1.1	Smt. Chaman Sharma, Jt. Director (Finance)	<ul style="list-style-type: none"> • Supervision of staff from Sno. 5.1.1(A) to 5.1.1(H) • Policy & miscellaneous matters of the concerned • Miscellaneous activities of the concerned
5.1.1 (A)	Smt. Bharti Mehta, Sr. PS/ Assistant Director	<ul style="list-style-type: none"> • Secretarial assistance to CFO • Settlement of TA/DA of accredited institutes • Settlement of claims of Examination Superintendents and advances • Settlement of claims of evaluators

Continued on page 5....

Continued from page 4...

5. FINANCE WING (Continued)		
5.1.1 (A) (Contd)	Smt. Bharti Mehta, Sr. PS/ Assistant Director	<ul style="list-style-type: none"> • Settlement of TA bills of employees (inland and foreign) • Assist in preparing agenda papers/ minutes of F&A, MB,GC • Vendor payments
5.1.1 (B)	Smt. Madhubala, Assistant Director (Fin.)	<ul style="list-style-type: none"> • Supervision of salary/ TDS of employees • Budget estimates of HQ and consolidation of BE and RE of the Centres • Processing of scholarships • Finalisation of CPF • Settlement of pending advances • Preparation of annual plan and outcome budget • Quarterly medical reimbursement
5.1.1 (C)	Smt. Jagjit Kaur, Assistant Director (Admn.)	<ul style="list-style-type: none"> • All bank-related matters such as FDRs etc. • Reimbursement of employees' claims such as LTC, Medical, Conveyance etc • TDS reconciliation, 26 AS and TDS details of Headquarters • Assist in consolidation of annual accounts of NIELIT Centres • GIA in respect of North East project(s) • Correspondence with MeitY
5.1.1 (D)	Md. Naushad Ali Ansari, Assistant Director (Data Entry)	<ul style="list-style-type: none"> • Maintenance of accounts of Tally ERP 9 • IEBR of NIELIT Headquarters • Preparation of annual accounts of NIELIT Headquarters • Statutory compliances such as deposit of TDS, GST etc., filing of returns • Conduct of GST audit • Inter-centre accounts • Settlement of advances of Examinations Superintendents • Bank reconciliation
5.1.1 (E)	Sh. Rabindra Prasad, Administrative Officer	<ul style="list-style-type: none"> • Preparation of salary in respect of all employees, computation of income tax • Statutory compliances in respect of EPF, ESI etc. (including regularization of EPF arrears) • ACF/ VCF • Final release of payments • Assist in finalization of accounts of Headquarters
5.1.1 (F)	Smt. Anu Nain, Finance Officer	<ul style="list-style-type: none"> • Bank reconciliations • Payments of training partners of ESDM • Statutory compliance in respect of NPS • Vendor payments • Supervision of PFMS and issuance of UCs in respect of GIA from MeitY, DONEAR etc. • GeM Pool Account
5.1.1 (G)	Sh. Abhineet Kumar Chaudhury, Assistant	<ul style="list-style-type: none"> • Vendor payments • Handling PFMS including centres • Preparation of IEBR • Assist in ESDM payments • Assist in BRS • Assist in reconciliation of TDS in 26 AS • Assist in consolidation of final accounts

Continued on page 6

Continued from page 5...

5. FINANCE WING (Continued)		
5.1.1 (H)	Sh. Jayram, Assistant	<ul style="list-style-type: none"> • Preparation of all receipts vouchers as per bank statements • Assist in local conveyance settlement • Compensation of Saturday/ Sunday claims • Handling of imprest • Entry of file movements in FTMS for CFO/ JD(F) • Settlement of claims of honorarium/ sitting fees to experts (Exam Wing) & Screening Committee etc.
5.2	Internal Financial Control Section	Sh. Himanish Roy, Addl. Director (Finance) <i>[Reporting to the Director General]</i>
6. EXAMINATIONS WING		
	Head of Wing	Sh. Anurag Shah, Controller of Examinations <i>[Reporting to the Director General]</i>
6.1	Duties & responsibilities of the Head of Wing, Examinations Wing	<ul style="list-style-type: none"> • Supervision of the staff at Sno. 6.1.1 • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
6.1.1	Shri G. Bhaskar, Jt. Director (Admn.)	<ul style="list-style-type: none"> • Supervision of the staff from Sno. 6.1.1(A) to 6.1.1(F) & Sno. 6.1.2 • Policy & other miscellaneous matters of the concerned • Miscellaneous activities of the concerned
6.1.1 (A)	Sh. Vijay Prashad, Dy. Director (EDP)	<ul style="list-style-type: none"> • All activities related to conduct of Theory Examinations, except for evaluation of answer scripts, disclosure of answer scripts and retotaling requests, and Reporting Officer to the following staff for the purpose: - <ul style="list-style-type: none"> ○ Sh. Himadri Narain Rai, Administrative Officer ○ Sh. Mohd. Waseem, Senior Assistant ○ Sh. Ramesh Kumar, Assistant • All matters related to conduct of Practical Examinations and Reporting Officer to the following staff for the same: <ul style="list-style-type: none"> ○ Sh. Mohd. Waseem, Senior Assistant • All activities pertaining to Projects of O/A/B/C level (IT) and Reporting Officer to the following staff for the same: - <ul style="list-style-type: none"> ○ Sh. Himadri Narain Rai, Administrative Officer • All activities pertaining to reconciliation and refund of fee for various examinations and Reporting Officer to the following staff for the same: - <ul style="list-style-type: none"> ○ Sh. Ramesh Kumar, Assistant
6.1.1 (B)	Smt. Madhvi Tyagi, Dy. Director (EDP)	<ul style="list-style-type: none"> • All activities pertaining to Question Paper Management for all examinations conducted by NIELIT Headquarters/ NIELIT under centralized model
6.1.1 (C)	Smt. Aarti Mitra, Pr. Private Secretary	<ul style="list-style-type: none"> • Secretarial assistance to the Director General, NIELIT with reporting to the Registrar, NIELIT on DG's behalf until a regular incumbent joins on the post. • In addition, all activities pertaining to Question Paper Management for all examinations conducted by NIELIT Headquarters/ NIELIT under centralized model



Continued on page 7

Continued from page 6...

6. EXAMINATION WING (Continued)		
6.1.1 (D)	Sh. Satish Chandra Kandpal, Assistant Director (Admn.)	<ul style="list-style-type: none"> All activities pertaining to Observer Management Post-examination activities of O/A/B/C level including evaluation, re-totalling, disclosure etc. Preparation of tender documents for examination activities Additional charge of Legal Section in NIELIT Headquarters until the Dy. Director (Legal) is inducted.
6.1.1 (E)	Sh. Vinod Kumar Gupta, Sr. Programmer	<ul style="list-style-type: none"> All activities pertaining to maintenance and management of application software used by Examination Wing (excluding online examination software) Backup & recovery of all databases related to Examinations
6.1.1 (F)	Ms. Salma Parveen Ayyubi, Assistant Director (Admn.)	<ul style="list-style-type: none"> All activities pertaining to declaration of results for all examinations conducted by NIELIT Headquarters/ NIELIT under centralized model All activities related to RTI in respect of examinations conducted by NIELIT Headquarters Creation of repository of policies/ procedures of various activities of examinations Coordination for meetings of Examination Board & AAC Development/ drafting of procedures for new activities/ updating of procedures with inputs from relevant sources.
6.1.2	Smt. G. Sreedevi, PTO/Dy Director (Sys)	<ul style="list-style-type: none"> Supervision of the staff from Sno. 6.1.2(A) to 6.1.2(D) Policy & other miscellaneous matters of the concerned Miscellaneous activities of the concerned
6.1.2 (A)	Sh. Mohd. Shaukat Ali, Assistant Director (Db)	<ul style="list-style-type: none"> All activities related to Online Examinations (Proctored) and Reporting Officer to the following staff for the same: - <ul style="list-style-type: none"> Sh. Anurag Shukla, Technical Officer
6.1.2 (B)	Smt. Minali Gupta, Scientist 'B'	<ul style="list-style-type: none"> All activities related to Online Examinations (NSQF) and Reporting Officer to the following staff for the same: - <ul style="list-style-type: none"> Sh. D. Lakshmanadas, Assistant Director Ms. Sangeeta Verma, Administrative Officer
6.1.2 (C)	Sh. Bipin Bedi, Senior Technical Officer	<ul style="list-style-type: none"> All activities related to Online Examinations (Remote Proctored - PMGDISHA, IRDA)
6.1.2 (D)	Sh. Kamal Sachdeva, Assistant Director (Admn.)	<ul style="list-style-type: none"> All activities related to issue of certificates for all exams conducted by NIELIT Headquarters/ NIELIT under centralized model All activities related to centre management for all examinations conducted by NIELIT under centralized model, and Reporting Officer to the following staff for the same: - <ul style="list-style-type: none"> Sh. Ramesh Kumar, Assistant

2. All of the above-mentioned officers/ officials may be assigned additional job(s)/ duty(ies)/ assignment(s) by their seniors, from time to time.


 (Janak Raj)
 Registrar

The concerned employees

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings/ Divisions/ Sections, NIELIT Headquarters
- (3) Webmaster, NIELIT Headquarters – *for uploading on NIELIT's website*
- (4) Notice Board
- (5) Guard File/ Office Order File

Copy for kind information to: -

- (1) The Director General, NIELIT
- (2) CVO, NIELIT

