

No. 64(4)/2019-NIELIT /

No. I-13020/1/2021-O/o Registrar

08.01.2021

OFFICE MEMORANDUM

In continuation of Office Memorandums of even number dated 23.01.2020, 05.02.2020, 05.08.2020 & Corrigendum dated 13.02.2020, with the approval of the Competent Authority, the following employees stand transferred intra-office, as hereunder: -

Particulars of the employee concerned	Pre-transfer	Post-transfer
	Wing/ Section	Wing/ Section
	brief description of duties and responsibilities	brief description of duties and responsibilities
Smt. Aarti Mittra, PPS/ Dy. Director	DG Office	Establishment Section, P&A Wing
	Duties and responsibilities: - <ul style="list-style-type: none"> ▪ Secretarial Assistance in DG Office ▪ Assisting in Promotion Cell to clear backlog ▪ Transparency Audit 	Duties and responsibilities: - <ul style="list-style-type: none"> ▪ All the duties and responsibilities being handled by Smt. Nidhi Jain, Assistant Director; and ▪ Transparency Audit of the public authorities under MeitY
Smt. Kanchan Panwar, PPS/ Dy. Director	Establishment Section, P&A Wing	DG Office
	Duties and responsibilities: - <ul style="list-style-type: none"> ▪ Secretarial assistance to Registrar ▪ Leave & attendance matters ▪ Medical facility related matters ▪ LTC ▪ Newspaper Allowance ▪ Children Education Allowance ▪ Canteen Allowance ▪ GC/ MB/ EC related matters 	Duties and responsibilities: - <ul style="list-style-type: none"> ▪ Secretarial Assistance in DG Office ▪ Promotion & APAR related matters ▪ Leave & attendance matters ▪ Medical facility related matters ▪ LTC ▪ Newspaper Allowance ▪ Children Education Allowance ▪ Canteen Allowance ▪ GC/ MB/ EC related matters

2. In addition, the following Officers are assigned activities/ job roles, as indicated against each, in addition to their existing duties and responsibilities: -

Sno.	Particulars of the employee concerned	Activities/ Job roles
1.	Shri Ashutosh Kumar Srivastav, Dy. Director (Law)	<ul style="list-style-type: none"> ▪ PIO/ CPIO ▪ Self-appraisal Report in respect of Transparency Audit of NIELIT
2.	Shri R. K. Joshi, Dy. Director (Admn)	<ul style="list-style-type: none"> ▪ Recruitment of regular manpower ▪ Contractual manpower related matters ▪ Official Language, Telephone service & Dak ▪ Manpower status of manpower ▪ Reports & returns to MeitY

पेज-१ से जारी/ From page-1: -

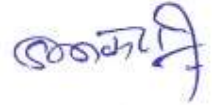
Sno.	Particulars of the employee concerned	Duties assigned in addition to existing duties and responsibilities
3.	Shri Sandeep Kumar, Scientist 'D'/ Jt. Director (Projects)	<ul style="list-style-type: none"> ▪ Procurement related matters ▪ Outsourced manpower related matters ▪ Building, maintenance, safety and security ▪ Advertisement ▪ Canteen Management ▪ Stores management ▪ Protocol & Official vehicle management ▪ Ticketing & Tour Management ▪ Construction, renovation & major repairs of NIELIT Buildings in Delhi & NCR

3. The Officers/ Officials/ Staff members associated with activities/ job roles as tabulated in the preceding paras above will report to the Officers concerned, accordingly.

4. Shri. Naveen Kumar Aggarwal, Assistant Director (DE) will be Link Officer to PIO/CPIO.

5. Shri. R. K. Joshi and Shri Sandeep Kumar will be Link Officers to each other for the above-mentioned activities.

6. The before-mentioned Office Memorandums may be read as modified to the above extent only.



(Dr. Janak Raj)
Registrar

To

The concerned employees

Copy to: -

- (1) Executive Director/ Director/ Director Incharge, NIELIT Centers
- (2) All Head of Wings/ Sections, NIELIT Headquarters
- (3) IT & IS Wing, NIELIT Headquarters - *with a request to update the website accordingly*
- (4) Assistant Director (Official Language), NIELIT Headquarters - *with a request to issue Hindi translation*
- (5) Notice Board
- (6) Guard File/ Office Order File

Copy for kind information only: -

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