

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

Ref. No. : I-13018/5/2020-Administrator-Part(1) (E5230) /562

July 1, 2022

OFFICE ORDER

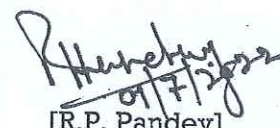
In supersession of earlier office orders dated 23/03/2022 and 04/04/2022 it has been decided to distribute the activities of P&A Wing as under :

S.No.	Name and Designation	Duties & Responsibilities
i)	Ms. Kavita Kasturia, PPS	Stands posted in the office of Registrar, NIELIT. Ms. Kasturia in addition to her existing duties and responsibilities pertaining to procurement, shall provide secretarial assistance to Registrar, NIELIT.
ii)	Ms. Neelu Bali, SPS/AD	Stands posted in P&A Wing, with following activities / job roles : <ul style="list-style-type: none"> • Medical facility related activities • Newspaper allowance • Reimbursement of CEA & Hostel Subsidy • Review promotion cases of below Group 'A' of HQ employees and upto level 9 (centralized) under PoP. • Provide secretarial assistance to DG, NIELIT & Registrar NIELIT on need basis.

2. Ms. Kavita Kasturia, PPS shall report to Registrar. Other officials associated with Procurement related activities shall continue to report to Ms. Kasturia.

3. Ms. Neelu Bali, SPS/AD shall report to Dy, Registrar. Shri Jaswant Singh, Assistant Director (A) will continue to process review promotion cases of NIELIT Centres (all levels) and level 10 and above Non-S&T Officers under PoP.

4 This issues with the approval of the competent authority.


 [R.P. Pandey]
 Registrar

To,
 All Concerned

Copy to :

- All Head of Wings, NIELIT Headquarters
- IT&IS Wing, NIELIT HQ - for uploading of NIELIT's Website
- Guard File, Office Order File

Copy for kind information to:

- The Director General, NIELIT
- The CVO, NIELIT