

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2015 Certified Organisation)  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

File No. NHQ-12023/31/2024-NIELIT (E: 3150288)/1140

17/12/2024

**OFFICE MEMORANDUM**

With the approval of the Competent Authority, Shri Manoj Kumar, Scientist 'E', NIELIT Centre Patna is hereby nominated as Liaison Officer for SCs/STs/PWD/EWS and Ex-Servicemen for NIELIT with immediate effect. The duties of Liaison Officer will be as under:-

- i. To ensure due compliance by the subordinate authorities in respect of reservation orders and other benefits admissible to SCs/STs/PWDs/EWS and Ex-Servicemen;
  - ii. To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministry/Department and consolidation of the annual statements;
  - iii. To liaise between the Ministry/Department and Centres for providing required information, answering queries and clearing doubts.
  - iv. To conduct annual inspection of the Reservation Registers/Rosters being maintained by NIELIT Centres/Headquarters.
2. While functioning as Liaison Officer for SCs/STs/PWDs/EWS and Ex-Servicemen, Shri Manoj Kumar shall ensure compliance of all instructions/order issued by Govt. of India from time to time. This assignment is in addition to Shri Kumar's existing duties and responsibilities.
3. i) Further, a committee consisting of the following has been constituted for preparation of centralized reservation roster in NIELIT and horizontal reservation as such PwD and Ex-Servicemen as per DoPT Guidelines and Rules for all posts through direct recruitment:-
- |   |                               |
|---|-------------------------------|
| a) Shri Nishant Tripathi, Joint Registrar         | - NIELIT HQs                  |
| b) Shri R.K. Joshi, Deputy Director (Admin)       | - NIELIT Centre, Delhi        |
| c) Shri Jaswant Singh, Assistant Director (Admin) | - NIELIT HQs Corporate Office |
- ii) The above task is under process and will be completed in due course of time.
4. The liaison officer will be responsible for verifying and signing the reservation roster as mentioned at Para No 3.

  
(Nishant Tripathi)  
Joint Registrar

To,  
Shri Manoj Kumar  
Scientist E  
NIELIT Centre, Patna

Contd...2

Copy to:

- i. The Executive Directors/Directors/Director-in-charge, all NIELIT Centres
- ii. All Heads of Wings, NIELIT HQ
- iii. Webmaster, NIELIT HQ- for uploading on NIELIT's website
- iv. Hindi Section- To provide Hindi translation of the Order
- v. Guard File

Copy also for kind information to:

- i. Director General, NIELIT
- ii. CVO

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केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची, रोपड़, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, ईस्ट दिल्ली, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, सेनापति, सिलचर, साउथ वेस्ट दिल्ली, तेजूर, तेजपुर और तुरा
Centres:	Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar
Extension Centres:	Bikaner, Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, East Delhi, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow, Lunglei, Mandi, Majuli, Muzaffarpur, Noida, Pali, Pasighat, Senapati, Silchar, South West Delhi, Tezu, Tezpur and Tura