

Ref. 64(4)/2019/

Dated : 06/07/2021

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

OFFICE MEMORANDM

Consequent upon transfer of Sh. Shameem Khan, Scientist 'E' and Sh. Partha P. Adhikari, Scientist 'D' from NIELIT Centre Delhi to NIELIT HQ and in continuation of Office Memorandum of even number dated 23/01/2020 & 08/01/2021, with the approval of the Competent Authority, the officers are assigned activities / job roles, as indicated against each

S.No	Particulars of employee concerned	Reporting To	Activities / Job Role
(i)	Sh. Shameem Khan, Scientist 'E' / HoD (T)	DG, NIELIT	Overall Incharge of all Technical Activities in NIELIT HQ related to : <ul style="list-style-type: none"> IT IS Wing Academics Wing & Co-ordination Wing Projects Wing Software development part of the Examination Wing Any other task assigned
(ii)	Sh. Partha P. Adhikari, Scientist 'D' / JD(Training & Marketing)	Sh. Shameem Khan, Scientist 'E' / HoD (T)	Posted in Training & Marketing Section under Technical Wing and assigned with following Activities / Job Role <ul style="list-style-type: none"> Training Social Media, Marketing and Placement MoUs, Annual Report Newsletter, SFIO, RCCIT Any other task assigned

2 Accordingly, the before mentioned Office Memorandums may be read as modified to the following extent:

- i. Duties and responsibilities of Sh. Asthana will exclude the activities assigned to Sh. Partha P. Adhikari, Scientist 'D' / JD(Training & Marketing)

ii. Sh. Rajneesh Kumar Asthana, Scientist 'D' / JD(Academics) and Ms. Chetna Singh Rathore Scientist 'D' / JD(T) will report to Sh. Shameem Khan, Scientist 'E' / HoD (T).

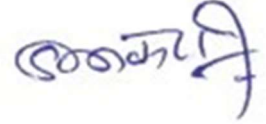
iii. Sh. Sandeep Kumar, Scientist 'D' / JD(Projects) will report to Registrar, NIELIT for following activities :

- (a) Purchase/ Procurement;
- (b) Outsourced manpower related matters;
- (c) Building, maintenance, safety and security;
- (d) Advertisement;
- (e) Canteen Management,
- (f) Stores management;
- (g) Protocol & Official vehicle management;
- (h) Ticketing & Tour Management
- (i) Construction, renovation & major repairs of NIELIT Buildings in Delhi & NCR.

For all other activities related to Projects, Sh. Sandeep Kumar Scientist 'D' / JD(Projects) will report to Sh. Khan, Scientist 'E' / HoD (T).

iv. Sh. Anurag Shah, Controller Exam, will report to Sh. Khan, Scientist 'E' / HoD (T) for activities related to software development & infra related activities of Exam wing and to DG NIELIT for all matters of confidential nature of Examination.

3. Other Officers / Officials / Staff Members associated with activities / job roles will report to the officers concerned, accordingly.



[Dr. Janak Raj]
Registrar

To,

The concerned employees:

Copy to :

- i. The Executive Director / Director / Director-in-charge, NIELIT Centres
- ii. All Wing-Heads, NIELIT HQ
- iii. IT&IS Wing, NIELIT Hqrs. - with a request to update NIELIT's website accordingly
- iv. Hindi Section - with a request to issue Hindi translation of the above order
- v. Office Order File / Guard File

Copy for information to :

- i) DG, NIELIT
- ii) CVO, NIELIT