

National Institute of Electronics and Information Technology (NIELIT), J&K

No. 39/2024-25/1390

Date: 29.04.2024

कार्यालय आदेश/OFFICE ORDER

श्री संजय मोजा, पीटीओ की सेवानिवृत्ति के परिणामस्वरूप, नाइलिट, जम्मू परिसर में कामकाज को सुचारु बनाने के लिए सक्षम प्राधिकारी की अनुमति से निम्नलिखित गतिविधियों का पुनर्वितरण किया गया है। इस प्रकार, एनआईईएलआईटी, जम्मू-कश्मीर जम्मू केंद्र के नीचे उल्लिखित अधिकारियों से अनुरोध है कि वे श्री के साथ ओवर-हैंडओवर प्रक्रिया को जारी रखें। संजय मोजा, पीटीओ निर्धारित समय के भीतर ताकि वह 30 अप्रैल 2024 (एफ/एन) तक या उससे पहले रिपोर्ट सौंपने के साथ अपनी एनओसी जमा कर दें ताकि यह केंद्र उन्हें 30.04.2024 (ए/एन) को कार्यमुक्त कर सके।

Consequent upon Retirement of Sh. Sanjay Moza, PTO on attaining the age of Superannuation on 30.04.2024 to smoothen the functioning and working at NIELIT, Jammu campus, the following activities are redistributed with the permission of Competent Authority.

Thus, below mentioned Officers of NIELIT, J&K Jammu Centre are requested to consecute the taking over-handover exercise with Sh. Sanjay Moza, PTO within stipulated time so that he will submit his NOC alongwith handing over report by or before 30th April 2024 (F/N) to enable this Centre to relieve him on 30.04.2024 (A/N).

Sr No	Activities currently handled by Sh Moza	Assigned to	To be assisted by
1	IT Equipment Maintenance for the office & all the Labs	Sh Sunil Gupta	Sh Sunil Sharma (RP/EELTP)
2	Electrical upkeep including DG Set, AC, UPS, etc.	Sh Sunil Gupta	Sh Harveer Singh (Helper)
3	Monthly Electrical Bill processing	Sh Sunil Gupta	Sh Bishan Dass (AO)
4	Hardware Lab equipment (handed over by Sh JG Khurana)	Sh Sunil Gupta	Sh Sunil Sharma (RP/EELTP)
5	Office Stores	Sh S.K. Sharma	Sh Harveer Singh (Helper)
6	All Software (to be handed over to)	Ms Shivani Rometra	-
7	Inspection & Technical Verification related files & data	Sh Lokesh Dogra	Sh Sunil Sharma (RP/EELTP)

This issues with the approval of Director In-Charge, NIELIT J&K.



(Dr. Kalpana Dahiya)
Deputy Director (A&F)
NIELIT J&K

Copy To:

1. Director In-charge's Office
2. Sh. Rajneesh Raina, OIC, NIELIT Jammu
3. Concerned Officers/Officials
4. Website of the Centre
5. Hindi Officer