

No.A-60019/03/2021/Adm.I
Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodhi Road, New Delhi-110003

Dated : 08 .07.2021

Office Order

In supersession of earlier Office Order on staff work allocation in Administration-I Section of NIC Headquarters, the work of staff is hereby re-distributed as given below:-

S.No.	Name & Designation of Dealing Hand	Intercom	Mobile No.	Email.ID
1.	Sh. Navneet Singh, ASO	5416	6306990020	singhnavneet231@gmail.com

1. Pay fixation
2. Counting of past service
3. Pay Anomaly
4. Budget Matter/Audit Matter
5. Forwarding of Application for Outside post.
6. Any other work assigned from time to time

(Link Staff : Sh. Hariharan, SSA)

2.	Sh.Mohit Kumar Mawar, SSA	5461	9953759021	mohit.kumar@nic.in
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1. Resignation/VRS proposal
2. NOC for Higher studies including Ph.D
3. RTI Matters
4. NOC for personal passport
5. Permission/NoC for Personal Visit abroad
6. Service verification certificate on completion of 18 years
7. Any other work assigned from time to time

(Link Staff : Smt.Randeep Kaur, JSA)

3.	Sh. S.Hariharan, SSA	5310	9868241975	hari.s@nic.in
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1. Pension Cases and release of final Payment
2. Processing immovable / movable property (intimation including both acquire / disposal)
3. Grant of HBA
4. Mortgage of immovable properties and execution of Reconveyance Deed and return of documents relating to HBA
5. Any other work assigned from time to time

(Link Staff : Sh. Navneet Singh, ASO)

4.	Smt. Vijayta Rani, StenographerGr.III	5488	9873543316	vijayta.rani@nic.in
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1. settlement of Medical reimbursement claims including condonation of delay in submission of medical claims
2. Medical Advance
3. Medical permission / Annual medical checkup
4. Appointment of Authorized Medical Attendant
5. Any other work assigned from time to time

(Link Staff : Sh.Vijay Kishor, SSA)

5.	Sh. Vijay Kishor, SSA	5438	9811639599	vijay.kishor@nic.in
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1. Assisting Smt.Vijayta Rani in dealing with Medical Claims
2. Grant of personal computer advance
3. Transfer cases / forwarding of service records on transfer
4. Children Education allowance
5. Updation in Service book (Joining after transfer and service verification)
6. Any other work assigned from time to time
- 7.

(Link Staff : Smt.Vijayta Rani, Stenographer Gr.III)

6.	Smt. Randeep Kaur, JSA	5413	9953467009	kaur.randeep@nic.in
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1. Leave Matters and records
2. Cases related to unauthorized absence
3. Deputation/ Delegation Abroad
4. Processing of Annual Increment
5. Death cases including final settlement
6. Deputation to NICSI and relieving
7. Any other work assigned from time to time

(Link Staff : Sh. Mohit Kumar Mawar, SSA)

7.	Sh. Pradeep Kumar, JSA	5108	9717445188	pradeep.kr15@nic.in
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1. GPF withdrawal and advance
2. Verification of forms pertaining to Directorate of Estates
3. Change of Home Town
4. Updating correspondence address / change of permanent address
5. Official language matters
6. CGHS verification form
7. Any other work assigned from time to time

(Link Staff: Sh.Vikas Sharma, MTS)

8.	Sh. Jagdeesh Kumar, JSA	5733	882690720	jkumar2052@nic.in
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1. Nomination of CGEGIS, DCRG, GPF
2. LTC Advance/Settlement/EL Encashment

3. Any other work assigned from time to time

(Link Staff : Shri Pradeep Kumar, JSA)

9.	Sh. Vikas Sharma, MTS		9818343764	vikas.sharma31@nic.in
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1. FTS/Dairy/Despatch/File Movement Register
2. Work related to peon dairy / register / speed post
3. Weeding out of old records as per Record Retention Schedule
4. Any other work assigned from time to time

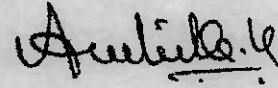
(Link Staff : Sh. Jagdeesh Kumar, JSA)

10.	Sh. Naresh Kumar, MTS		8750831197	nic5296@nic.in
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1. Work related to peon diary/register/speed post
2. Distribution of DAK
3. Any other work assigned from time to time.

All Staff Members shall ensure timely disposal of assigned work.

Hindi version is enclosed.



(Ambika Krishnan)
Deputy Director (Adm.I)

Copy to:-

1. Concerned Staff
2. Sh. Manoharan. R, Joint Director (Adm.)
3. Office copy