

Ref No.: NIELIT/CoE/2025/OM/03

Date: 25-09-2025

## OFFICE MEMORANDUM

**Sub: Launch of NIELIT Digital University Platform at Vigyan Bhawan, New Delhi on 02.10.2025 and Cancellation of Leaves / Reporting Instructions for Staff of Centre of Excellence in Chip Design, NIELIT Noida for 02.10.2025.**

NIELIT is going to organise the launch of the **NIELIT Digital University Platform** on **02<sup>nd</sup> October, 2025** at **Vigyan Bhawan, New Delhi – 110003**. To ensure the smooth and successful conduct of the launch ceremony, it has been decided to constitute a **Steering Committee** comprising senior officers/officials of NIELIT Noida.

2. The Steering Committee shall act in an advisory and supervisory capacity, providing overall guidance, coordination, and direction for all activities related to the event and **stall management** of CoE Noida. The Committee will oversee time-bound execution of tasks, ensure inter-divisional coordination, supervise arrangements related to hospitality, security, IT, media, logistics, and facilitate timely processing of files and approvals.

Sr. No	Name	Responsibility
01	Sh. Prashant Pal (DD/OIC, NIELIT Noida)	Chairperson
02	Sh. Jay Ram (Sr. Assistant)	<b>Member:</b> Vehicle/Bus arrangement for transport and refreshment of students
03	Sh. Ankit Chaudhary (VLSI Design Expert)	<b>Member:</b> Vehicle/Bus arrangement for transport and refreshment of students. Student coordination.
04	Sh. Mr. Jay Sharma (Team Lead, DevOps)	<b>Member:</b> Virtual lab integration with ndu.digital portal. All functionality should be flawless without any bugs/issues. The labs should be scalable and smooth.

*Prashant*  
26/09/2025

पता नाइलिट नोएडा, सी.ओ.ई.इन चिप डिजाइन, पीएस-1-D, ब्रह्मपुत्रा शॉपिंग कॉम्प्लेक्स के पीछे, सेक्टर 29, नोएडा उत्तर प्रदेश 201301

Address NIELIT Noida, Centre Of Excellence In Chip Design, Ps-1-D, Behind Brahmaputra Shopping Complex, Sector 29, Noida U.P. 201301  
Website: coenoida.in | E-mail: oic-coe-noida@nielit.gov.in | Mobile : 8218724641

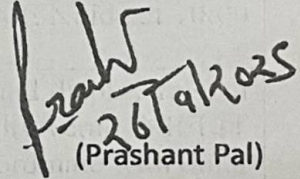
मुख्यालय नाइलिट भवन, प्लॉट सं 0 3, पी.एस.पी. पॉकेट, सेक्टर-8, द्वारका, नई दिल्ली - 110077  
HQs NIELIT Bhawan, Plot No. 3, P.S.P. Pocket, Sector-8, Dwarka, New Delhi - 110077  
दूरभाष / Telephone +91-011-25308300 with 29 Lines, Help Line No. (Toll Free) - 1800116511, Email :contact@nielit.gov.in



05	Smt. Noor (VLSI Design Expert)	<b>Member:</b> Coordination with students(including present and past) and interns of CoE Noida and SocTeamUp etc. to report at CoE Noida at 10:00 AM am on 2 <sup>nd</sup> /oct/2025
06	Smt. Manisha Chahande (Team Lead VLSI Design)	<b>Member Secretary:</b> Posters and display related materials at CoE Noida stall(Overall NIELIT Noida Stall Management). Coordinate with other members and students for making it a successful event.

Further, in view of the preparations and successful organisation of the related activities, it is hereby informed that **all leaves of the staff/Interns/Students of the Centre of Excellence in Chip Design, NIELIT Noida stand cancelled till 2nd October, 2025.**

3. All officers/staff/Interns/Students(Including present and past students) are directed to **report at the Centre of Excellence, NIELIT Noida at 10:00 AM sharp on 02.10.2025** for assigned duties connected with the event.  
This issues with the approval of the Competent Authority.

  
(Prashant Pal)  
Deputy Director/ Officer In-Charge  
NIELIT Noida

Copy to:

1. All members/students/interns
2. Office Notice Board
3. Coenoida.in website circular section