

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT) CHANDIGARH

NIELIT/CH/ADMN-02/2017/5243

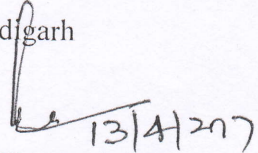
Dated: 13th April, 2017

OFFICE ORDER

It has been observed that office notes are not processed properly and correspondence files are not properly maintained in some of the cases. Staff and officers of the Centre are requested to ensure that following points inter alia are kept in view while seeking approval of Executive Director:-

1. File should bear the case No. marked in the index register.
2. Correspondence file should be properly page numbered on noting and correspondence sides.
3. No comments should be sought from the officers on the paper under consideration (PUC) including the letters received from outside.
4. The Officers initiating the note should write his/her name and designation at the end of the office note while marking to the next level Officer.
5. Paras in the office note should be serially marked.
6. Office note should be comprehensive and contain the complete details. The Recommending officer/Project Incharge should give his clear recommendations for seeking approval of the Executive Director.

This bears the approval of Executive Director, NIELIT Chandigarh


(Susheel Kumar Gabgotra)
Additional Director

Copy to:

1. ED Office
2. Additional Directors (Technical)
3. Additional Director
4. Joint Directors (Technical)/Joint Directors (Systems)
5. Vigilance Officer
6. Joint Director (Admn.)
7. Financial Controller
8. Sh. Gurpreet Singh, Deputy Director (Systems) -
9. Notice Boards

→ Please bring it in the notice
of staff working under you.

With request to display the Office
Order on the Website of the Centre.