

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. NO. 1(16)/2013 - NIELIT VOL. II / 766

21/05/2018

OFFICE MEMORANDUM

With reference to instructions issued to all the regular employees of NIELIT Headquarters from time to time to inspect their personal records in the custody of Establishment Section of P&A Wing and ensure that their nominations/ declarations as per office records are up-to-date as per their present status/will, ending in this office's Office Memorandum dated 22/08/2017, it is noticed that documents pertaining to Death-cum-Gratuity-Nomination, family details in terms of Rule 54 (12) of CCS (Pension) Rules, 1972, marital declaration etc. in respect of several employees in NIELIT Headquarters pertain to as on their date of appointment in NIELIT or likewise, which may or may not be relevant as on date.

2. Moreover, it is observed that few of the employees in NIELIT Headquarters and NIELIT Centres may not have still declared their nominee(s) in their financial records, *inter alia* service records, salary (bank) account etc., which in turn would only present severe bottlenecks before their family members in getting their dues in the event of any tragic unforeseen mishappening with the concerned.

3. In view of above, all the regular employees of NIELIT Headquarters and all NIELIT Centres are emphatically requested to ensure that the nominations/ declarations in their personal, salary, and other financial records are complete and up-to-date.

4. In this regard, all NIELIT Centres are directed to submit a compliance report of having ensured the following in respect of all of their regular employees: -

- That their salary bank accounts have a defined nominee and
- That their service records have proper Death-cum-gratuity nomination declaration with share, in explicit, mentioned against each nominee.

The compliance report should reach NIELIT Headquarters at the earliest but not later than 31st July, 2018.

① Upload a copy on site.
② Scan & pass to all staff
→ P.S. (G/A) / J. Majumdar 29/5/18

NIELIT Kolkata Director's Office	
Diary No.	122
Date In.	28-05-18
Date Out.	29-5-18



(Janak Raj)
Registrar

भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Society under Ministry of Electronics and Information Technology

नाइलिट भवन, प्लॉट नं. 3, पीएसपी पॉकेट, इंस्टीट्यूशनल एरिया, सेक्टर-8, द्वारका, नई दिल्ली-110 077
NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077

वैबसाइट/Website - www.nielit.gov.in

Copy to: -

- (a) All Executive Directors/ Directors/ Directors-in-charge/ Officers-in-charge of all NIELIT Centres – *with a request to ensure compliance and direct their respective P&A Wing to forward Compliance Report latest by 31st July, 2018.*
- (b) All Head of Wings, NIELIT Headquarters – *for their own information and compliance, as well as, with a request to circulate the OM among their subordinates for their information and compliance as well.*
- (c) Webmaster, NIELIT Headquarters – *with a request to upload the OM on NIELIT's website for wider reach*
- (d) Notice Board/ Guard File

Copy for kind information only to: -

Director General, NIELIT