

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

No. NIELIT/HQ/EST/84/14/(Vol-IV)/274

Dated: 08<sup>th</sup> February, 2017

Circular

It has been observed that some of the employees across the NIELIT Centres are submitting their requests for transfer through various channels.

2. In order to maintain uniformity and to consider all the requests, it has been decided that all the desirous employees must submit their requests for transfer through e-transfer portal, taking into account the vacancy status of their respective Centres.

3. All desirous employees may, therefore, submit their request for transfer afresh in the said portal not later than **28.02.2017** through the Executive Director / Director / Director-in-charge of their respective Centres.

4. The URL of the e-transfer portal is [www.etransfer.nielit.gov.in:8080](http://www.etransfer.nielit.gov.in:8080). It can also be accessed through NIELIT website: [www.nielit.gov.in](http://www.nielit.gov.in) under "Employee Corner". The User ID to login to the portal is the official email ID and the password is the OTP sent to the email ID. A brief procedure / options available on this portal are as under:

(a) **For employee login:** The employee logs in and submits the transfer request. It is forwarded to his / her ED / Director / DIC for approval / disapproval.

(b) **For ED / Director / DIC login:** There are 3 options available:  
(i) Approve / Disapprove the transfer request  
(ii) Recommend an employee for transfer  
(iii) Submit the transfer request

5. It may be noted that any request received through any other mode will not be entertained. Further, it is conveyed that a request for transfer may **not necessarily** entitle an employee for transfer to a post rather requirement of any Centre or interest of the organization will be given prime importance. Also, employees transferred and relieved by an Office Order shall handover the charge / items immediately to avoid any loss / Break in Service. This supersedes all earlier orders in this regard.

6. This issues with the approval of the Competent Authority.

  
(Janak Raj)  
Registrar

Contd. -2

To:

1. Executive Director / Director / Director-in-charge, all NIELIT Centres
2. All employees in NIELIT Headquarters
3. IT Wing - for updating on website
4. Hindi Officer, NIELIT HQs – for Hindi translation

Copy for kind information:-

- TSO to DG, NIELIT
- CVO, NIELIT/VO NIELIT