

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

Ref. No. NIELIT/HQ/MIS/69/12/332

14/02/2017

**OFFICE MEMORANDUM**

Instances have come to the notice of this office where employees, when served with show cause notice, made references to comparable instances of default in their defence, instead of presenting the merits of their individual circumstances on the subject matter. It is a matter of serious concern for the organisation, as such tendency on the part of the employee not only delays a decisive action on the issue, but also reflects poorly on the integrity of the concerned employee.

2. All employees of NIELIT are, therefore, requested to ensure that while replying to any office memorandum/ query issued to them in individual capacity on any subject matter, they shall reply to the memorandum/ query mentioning only the facts of their particular case, without making references to other employee(s). Also, reply is required to be made in a time-bound manner, as further excuses for delay reflects poorly on the individual.

3. This issues with the approval of the Comptent Authority.

  
(Janak Raj)  
Registrar

To:

1. The Executive Directors/ Directors/ Directors-incharge/ Officer-incharge, all NIELIT Centres – *with a request to widely circulate the above instructions for information and compliance*
2. All HoWs, NIELIT Headquarters – *with a request to circulate the above instructions amongst their staff for information and compliance*
3. Website Incharge, NIELIT Headquarters – *for updating the website of NIELIT Headquarters accordingly.*
4. Hindi Section – *for issuing Hindi translation of the order*
5. Notice Board, NIELIT
6. Guard File/ Office Order File

Copy for kind information to:

1. The Director General, NIELIT
2. CVO, NIELIT