

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/69/12/440

01/03/2017

**OFFICE MEMORANDUM**

Time and again, instances have come to the notice of this office where employees serving in NIELIT have expressed their ignorance about general orders being issued in NIELIT from time to time concerning issues including APAR, vigilance clearance, holidays, delay in providing details, promotion, qualification, DPC, punctuality, desirable code of conduct and so on. It is a matter of concern as these orders, otherwise issued for the purpose of general awareness within the organisation, are not being effectively circulated, thus defeating the very purpose of their issue.

2. All NIELIT Centres are, therefore, requested to ensure wide circulation of any office orders/ office memorandums issued for general awareness in NIELIT, through means and methods as considered appropriate, including but not limited to display of such communications on the notice board of the centre and their circulation among employees by obtaining signatures of each, so that no employee at a later stage may be able to plead ignorance about such formal communications in NIELIT.

  
(Janak Raj)  
Registrar

Copy 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