

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(34)/2017-NIELIT / 1982

24/10/2017

OFFICE MEMORANDUM

With reference to this office's OM of even number dated 15/06/2017, with the approval of the Competent Authority, a collection of frequently used forms and proformas in use in NIELIT Headquarters were uploaded at Employee's Corner of NIELIT's website at the URL <http://nielit.gov.in/content/forms> with a view to ensure use of uniform/ consistent/ standardized forms and proformas across NIELIT Centres/ Offices across India.

2. However, time and again, it is observed that employees in NIELIT Headquarters as well as certain NIELIT Centres are still using old forms/ proformas. Such occurrences in turn are defeating the very purpose of introducing homogenized forms and proformas in NIELIT.

3. All the Reporting Officers/ Controlling Officers at NIELIT Headquarters as well as NIELIT Centres and their extension centres are, therefore, requested to ensure scrupulous adherence to standardized forms and proformas in NIELIT.


(Janak Raj)
Registrar

Copy to: -

- (1) Executive Director/ Director/ Director-in-charge, NIELIT Centres
- (2) All HoWs, NIELIT Headquarters
- (3) Website Incharge, NIELIT Headquarters – with a request to update NIELIT website accordingly
- (4) Hindi Section – with a request to Hindi translation of all forms and proformas not available in bilingual already, please.
- (5) Gurad File/ Office Order File

Copy for kind information only: -

- (1) TSO/ Sr PS to Director General, NIELIT