

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. NIELIT/HQ/TRG/04/2000 Vol. III /1359

18/09/2018

**OFFICE MEMORANDUM**

In pursuance of instructions contained in DoPT's OM No. 28020/1/2010-Estt(C) dated 30/10/2014, C-DAC Noida has been declared the nodal institute for carrying out 2-weeks' mandatory induction training for newly recruited S&T and Non-S&T officers of MeitY, its attached offices and autonomous organizations, as per the syllabus provided by DoPT. The training is to be conducted in batches of 30 persons each comprising of fresh recruits from MeitY, its subordinate organizations, and autonomous bodies under its administrative control and the expenditure for the training in respect of officials/officers of NIELIT shall be borne by NIELIT.

2. Accordingly, in continuation to OM of even number dated 01/06/2017, the following Non-S&T Officers/ Officials are nominated to attend the second batch of induction training being held during **September 24 – October 5, 2018** at C-DAC, B-30, Sector-62, Institution Area, Noida – 201307, Uttar Pradesh (India) [Phone: +91-120-3063371-73]: -

S#	Name of the Employee	Designation of the Employee	Posting at NIELIT Centre
1	Binay Kumar Singh (OH)	Assistant Director (Admn)	Kohima
2	Rahul Kumar Sankhwar	Jr. Assistant	Agartala
3	Pankaj Negi	Jr. Assistant	Ajmer
4	Swati Roy	Jr. Assistant	Aurangabad
5	Onkar Bansal (HH)	Jr. Assistant	Chandigarh
6	Mohd. Shaukat Ali	Assistant Director (Database)	Headquarters
7	Balwinder Singh Oberoi	Jr. Assistant	Headquarters
8	Yogesh Yadav	Jr. Assistant	Headquarters
9	Abhineet Kumar Choudhary	Jr. Assistant	Headquarters
10	Hulgunde Dilip Shahaji (VH)	Jr. Assistant	Aurangabad

3. Participants from outside Delhi/ NCR shall be offered accommodation (including meals) during the training period on twin-sharing basis. The pickup and drop of the participants from the hotel/ guest house to Noida and back shall be catered separately by the hotel/ guest house. The air/ train travel of the participants coming from outside Delhi/ NCR shall be borne by the concerned NIELIT Centre, as per their entitlement. The participants from outside Delhi/ NCR should provide their travel plan/ scheduled arrival and departure to [nidhi@nielit.gov.in](mailto:nidhi@nielit.gov.in) or Dr Kalpana Johari, Coordinator (Induction Training Programme) of C-DAC at her email id [kalpanajohari@cdac.in](mailto:kalpanajohari@cdac.in) for enabling C-DAC to make suitable arrangements with the hotel/ guest house.

4. Daily shuttle service to C-DAC Noida and back shall be available for participants from Delhi/ NCR. The bus for pickup shall be available at 08:00 AM (sharp) from Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110 003 so as to reach Noida by 09:00 AM, and the bus for drop facility shall start from Noida at 05:15 PM to drop participants at Electronics Niketan, CGO Complex.

5. All participants, including outstation participants, shall report for the training at the above-mentioned venue on 24<sup>th</sup> September, 2018 at 10:00 AM sharp. The training hours shall be from 09:00 AM to 05:00 PM from 24<sup>th</sup> September, 2018 onwards till 05<sup>th</sup>

भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

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October, 2018. The training session on October 2<sup>nd</sup>, 2018 will be held on September 29<sup>th</sup>, 2018, the former being a Government Holiday.

6. The concerned officials/ officers are requested to ensure their participation, without fail.

  
(Janak Raj)  
Registrar

To

The concerned employees

Copy to:

1. The concerned Executive Director/ Director/ Director-in-charge, NIELIT Centres/ Head of Wings, NIELIT Headquarters –*With a request to relieve the concerned employee(s) during the training schedule*
2. Shri D. P. Chawla, Dy. Director, GC Section, MeitY
3. Dr Kalpana Johari, Coordinator (Induction Training Programme), C-DAC
4. Webmaster, NIELIT – *with a request to upload the OM on website*
5. Guard File

Copy only for kind information to:-

Staff Officer to Director General, NIELIT