

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

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OFFICE MEMORANDUM

It is observed that latecoming in NIELIT Headquarters remains commonplace despite several communications made to the employees to observe adherence to office timings. Further, some of the employees tend to stay back beyond office hours in an attempt to offset the default on their part, whereas, merely completing a minimum number of hours during a working day in isolation cannot be a substitute to punctuality. The tendency exerts unnecessary and avoidable stress on the infrastructure of the office, *inter alia*, the concerned MIS staff is also made to stay back to cater to handful of such employees. Not to mention, working with such employees is an annoyance for both their seniors and subordinates in equal measure.

2. In view of the above, all the employees in NIELIT should not stay back in the office beyond 06:00 PM without urgent work. Explanation will be sought from such employees who are found staying back later than 06:00 PM in the evening, especially having reported on duty later than 09:30 AM.


(Janak Raj)
Registrar

To All the regular employees of NIELIT Headquarters

Copy to: -

- (1) All Head of Wings, NIELIT Headquarters – *for information, circulation among their contractual staff as well as for future compliance*
- (2) ✓ Webmaster, NIELIT Headquarters – *for uploading on NIELIT's website*

Copy for information to: - The Staff Officer to the Director General, NIELIT