

**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. V/295

12/03/2020

**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 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. In terms of MeitY's email dated 11/03/2020, the following Non-S&T Officers/ Officials are nominated to attend the induction training being held from **March 23, 2020 to April 03, 2020** 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	NIELIT Centre
1	Shri Abhinav Rastogi	Administrative Officer	Aurangabad
2	Shri Vinay Kumar Yadav	Junior Translation Officer	Headquarters
3	Ms. Palli Sukanya	Assistant (Accounts)	Patna
4	Shri Nikhil Kumar Chaurasiya	Assistant (Accounts)	Gorakhpur
5	Shri Vipin Azad	MTS	Chandigarh

3. Participants from outside Delhi/ NCR shall be offered accommodation (including meals) during the training period on twin-sharing basis from the afternoon (12:00 PM onward) of March 22, 2020 up to afternoon (12:00 PM) of April 4, 2020. 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 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 and cc to [estt-1@nielit.gov.in](mailto:estt-1@nielit.gov.in).

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. The training hours shall be from 09:00 AM to 05:00 PM.
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 & Jt. Director, (Induction Training Programme), C-DAC, Noida
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

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, मुवनेश्वर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रोपड़, रांची, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, पासीघाट, तेजू, सिलचर, डिब्रूगढ़, कोकराझार, जोरहाट, तेजपुर, जम्मू, लेह, सेनापति, चुराचंद्रपुर, तुरा, लुंगलेई, चुचुइमलांग, पाली और लखनऊ
Centers :	Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Patna, Ropar, Ranchi, Shimla, Shillong and Srinagar
Extension Centres :	Alawalpur, Pasighat, Teju, Silchar, Dibrugarh, Kokrajhar, Jorhat, Tejpur, Jammu, Leh, Senapati, Churachnadpur, Tura, Lunglei, Chuchuyimlang, Pali and Lucknow