

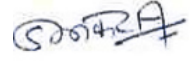
Ref. No. 1(79)/2019 – NIELIT Vol. II/

25/03/2020

OFFICE MEMORANDUM

In compliance of MHA's Order No. 40-3/2020-DM-I(A) dated 24.03.2020, which shall remain in force in all parts of the country w.e.f 25.03.2020 for a period of 21 days so as to prevent the spread of COVID-19, it is decided that in continuation of earlier instructions issued in this regard in NIELIT, all the regular and contractual/ outsourced employees, except for the MTS staff, at NIELIT Headquarters and NIELIT Centres will continue to Work From Home (WFH) during the period of lockdown, until further orders.

2. Accordingly, all the employees are directed to strictly follow "Protocol for Work For Home (WFH)" available as *Annexure I*, along with template for assignment and recording of work assigned on daily basis available as *Annexure II*.
3. This issues with the approval of the Competent Authority.



(Janak Raj)
Registrar

To

1. Executive Director/ Director/ Director Incharge, all NIELIT Centres
2. Head of Wings & Section Heads, NIELIT Headquarters
3. All the employees of NIELIT Headquarters
4. Webmaster, NIELIT Headquarters – *for uploading on NIELIT's website*

Copy for kind information to: -

1. The Director General, NIELIT
2. CVO, NIELIT



An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

Ref. No. 1(79)/2019 – NIELIT Vol. II/

25/03/2020

Subject: Protocol for Work From Home (WFH)

The facility of Work From Home (WFH) has been given to the employees with effect from 25th March, 2020 until further orders. This is done for protecting them (and others) from possible infections. Protecting the health of the employees is of paramount importance to the Government.

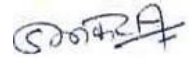
2. While health of the employees is important, maintaining the employee productivity while on WFH is non-negotiable. The WFH facility shall not be considered as “paid leave” except in case of MTS and it is expected that the officers who have taken this facility are alert and always available for official functioning remotely. Those official who still do not have the facility of remote access should immediately contact Shri Vikas Mittal, Scientist ‘C’/ Dy. Director (Tech.), NIELIT Headquarters.

3. In this context, the following protocol will be strictly applied starting from 25th March, 2020, until further orders: -

- A. Every working day, before 10:00 A.M., each officer on WFH shall fix targets/ specific work for their immediate subordinate to be achieved on the day. This shall be sent through e-office/ email (not by phone). The recipient of this e-file/ mail shall further allocate work to his or her subordinate (and so on). This correspondence shall be available on m e-office.
- B. On the receipt of the work, each employee shall acknowledge to the Reporting Officer the receipt of work using your e-office network. This communication shall be received before 10:30 A.M.
- C. Every employee shall be available for telephonic consultation during office hours and phone shall be answered all the time.
- D. In case of any issue that needs consultation, officers can set up Remote Meetings (RM) either through the phone or through a WhatsApp Video Call (VC). The notice for such Remote-Meeting will be preferably communicated at least one hour in advance. Everyone who is called for VC/ RM shall necessarily attend.

Continued on page 2...

- E. Every employee on WFH shall dispose of all the receipts and files with them before 5 P.M. each day. This shall be monitored by a daily report showing unattended receipts/files.
4. The new system of working shall be used by one and all for improving the productivity at work.
5. Further, if any work (like submission of bills etc.) calls for physically coming to the office, they shall come for that specific work. The office will make suitable arrangement for their transportation.
6. This issues with the approval of the Competent Authority.



(Janak Raj)
Registrar

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ANNEXURE -II

DAILY ASSIGNMENT SCHEDULE - WING/ SECTION WISE			
DAY OF			
MARCH 25 2020			
ASSIGNMENT	EMPLOYEE REPORTED UPON	STATUS REPORT at 5:00 PM (to be filled up by the employee)	REMARKS OF THE CONTROLLING/ REPORTING OFFICER
Assignment A	NAME OF EMPLOYEE		
Assignment B			
Add item			
Add item			
Add item			

ANNEXURE -III

DAILY ASSIGNMENT SCHEDULE			
NAME OF THE EMPLOYEE :			
DAY OF			
MARCH 25 2020			
ASSIGNMENT	Addl. Notes/ Pointers	STATUS REPORT at 5:00 PM (to be filled up by the employee)	REMARKS OF THE REPORTING OFFICER
Assignment A	notes		
Assignment B	notes		
Add item	notes		
Add item	notes		
Add item	notes		