

Ref. No. 1(79)/2019 – NIELIT Vol. II/

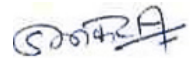
27/03/2020

## OFFICE MEMORANDUM

In continuation of OM of even number dated 25/03/2020, it is desired that each staff member should prepare a Weekly Work Plan, wherein the concerned should enlist the work items to be undertaken during the week along with a "X" marked in the cell against the date(s) on which the concerned expects to work on each assignment. The Work Plan should be forwarded to the corresponding Reporting Officer for perusal and records. Subsequently, each day of the week, the concerned staff member should overwrite on the "X" with the actual work done.

2. The Work Plan shall enable the Reporting Officers to plan the week ahead properly, get a fuller view of the work in progress, as well as, undertake for better monitoring.
3. Accordingly, all employees in NIELIT Headquarters and NIELIT Centers are directed to submit the Weekly Work Plan for the next week to the corresponding Reporting Officer by tomorrow 09:30 A.M..
4. The Work Plan may be updated with additional fresh assignments/ tasks and conveyed to the Reporting Officer by 09:30 AM every day. Likewise, the progress made on each task for the day should be updated in the same file by 4:30 pm each day and re-submitted to the Reporting Officer in a timely manner.
5. The timely updating of the work plan is necessary so that a summary report as regards can be prepared at appropriate level and submitted for the perusal of Registrar/ DG in a timely manner.
6. A sample Weekly Work Plan is enclosed herewith for ready reference.
7. This issues with the approval of the Competent Authority.

*Encl. As above*



(Janak Raj)  
Registrar

To

1. Executive Director/ Director/ Director Incharge, all NIELIT Centres
2. Head of Wings & Section Heads, NIELIT Headquarters

[2]

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

<Name of Employee>, <Designation>, <Name of Wing/ Section>, NIELIT <Centre> – [WEEK XX OF WFH]

SNo	Description of ASSIGNMENT/ TASK/ GOAL	30.03.2020 MONDAY	31.03.2020 TUESDAY	01.04.2020 WEDNESDAY	02.04.2020 THURSDAY	03.04.2020 FRIDAY	FINAL STATUS – (CLOSED/ OPEN)
1	<b>Assignment A</b>	X					
2	Assignment B	X					
3	Assignment C		X				
4	<b>Assignment D</b>		X				
5	Assignment E			X			
6	Assignment F			X			
7	<b>Assignment G</b>			X			
8	Assignment H					X	
9	Assignment I				X		
10	<b>Assignment J</b>				X		