

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

No. A/1/2020-Admin (4149)/436

Dated: 6<sup>th</sup> June, 2023

OFFICE MEMORANDUM

It has come to the notice that NIELIT Centres are not convening meetings of Executive Committees (ECs) as per the provisions in the Bye-Laws of the organization.


2. According to clause 12 (1) of Bye-Laws of the Society, the Executive Committee shall meet at least twice a year. Keeping in view of the above provisions in Bye-laws, the Meetings of Executive Committees at different Centres in NIELIT shall be convened as per the following calendar in each financial year:

- i) 1<sup>st</sup> Meeting – Before 30<sup>th</sup> June of each year;
- ii) 2<sup>nd</sup> Meeting – Before 31<sup>st</sup> December of each year.

In addition to the above, the EC Meetings may, however be, called at any time by the Chairman EC as per the provisions in Bye-Laws.

3. Compliance report regarding holding the Executive Committee Meetings according to the above calendar shall be furnished to NIELIT HQ regularly.

This issues with the approval of Director General.

  
(R P PANDEY)  
Registrar

To,

The Executive Director / Director / Director-in-Charge, all NIELIT Centres

Copy to:

- Executive Director (HQ)
- Registrar/ Addl. Director (F) / CFO (HQ)

Copy also for kind information to:

Director General, NIELIT