

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

File No.:I-11012/2/2020-O/o Registrar (E:3119374) | 932


21/11/2023

**OFFICE MEMORANDUM**

With a view to streamline movement of e-files between NIELIT Centres and NIELIT HQ as well as proper maintenance of e-files, all NIELIT Centres are hereby directed to ensure following while forwarding e-files to NIELIT HQ :

1. all e-files from NIELIT Centres shall be forwarded to NIELIT HQ only by the Head of Centre (ED/Director/DiC)
2. The entry point for all files from Centres shall be ED, NIELIT HQ [**@ ED-HQ(ST); email ID ed-hqdelhi@nielit.gov.in**]only. The ED shall forward the e-file to the concerned HoW for further necessary action.
3. e-file(s) received through any other channel shall be summarily returned to the centre.
4. Further, the Centre shall forward a self-contained speaking note bringing out the background of the case, detailed examination by the Centre in light of relevant / applicable Rules & Delegation of Power along with recommendations / proposal of the Centre, bearing approval of the Centre head on e-file.
5. Furthermore, all relevant supporting documents / correspondence shall be placed on the Table of Contents (TOC) side of the e-file with proper referencing of the same in the Note.

This issues with the approval of the Competent Authority.

  
[Rajneesh Kumar Asthana]  
Registrar

To,

- i) EDs/Directors/DiC of All NIELIT Centres and HQ
- ii) All HoWs NIELIT HQ - *with directions to circulate the OM amongst the officials under their control*
- iii) IT&IS Wing, NIELIT HQ – *with a request to update NIELIT's website accordingly*
- iv) Guard File / Office Order File

Copy for kind information only :

- i. DG, NIELIT
- ii. The CVO, NIELIT