

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/EST/84/14 (Vol. VII)/1203

14/08/2018

OFFICE MEMORANDUM

It is observed that several regular employees in NIELIT tend to apply for transfer directly to the Director General, NIELIT or the undersigned, without following proper channel, so as to expedite their cause on priority basis. However, on the contrary, such applications take more time to be processed since these have to be forwarded to the concerned NIELIT Centre for their comments/ recommendations. It is understood that such occurrences are owing to ignorance on the part of the employees.

2. All NIELIT Centres are, therefore, requested to ensure that their employees always forward their applications/ representations through proper channel, so that the applications/ representations may be attended to without avoidable delays.


(Janak Raj)
Registrar

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings, NIELIT Headquarters
- (3) Respective P&A Wings and Finance Wings of the concerned NIELIT Centres.
- (4) Webmaster, NIELIT Headquarters – *for uploading on NIELIT website*
- (5) Guard File/ Office Order File

Copy for kind information to: -

- (1) Director General, NIELIT
- (2) CVO, NIELIT