

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.) चंडीगढ़
National Institute of Electronics and Information Technology (NIELIT) Chandigarh

(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की स्वायत्त वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Govt. of India)

Bada Phull, Rupnagar, Punjab -140001

Chandigarh Facility : IETE Building, Plot No. M-925, Sector-30B, Chandigarh- 160030

NIELIT/CH/ADMN-02/2024/7003

Date: 25th October, 2024

Office Order

Subject: Usage of PC(Desktop)/Laptops – reg

In order to optimize the resource utilization and smooth execution of office work, it has been decided that:

1. All staff members having multiple laptops issued in their names must retain ONLY one laptop and return the other laptops immediately.
2. All staff members (except Section Heads) having both Desktop as well as Laptop must retain ONLY one device as per their assigned work requirement for seamless execution of work and return the other device latest by 1/11/2024 to the Store In-charge.
3. If at all, any staff member requires both the devices, the same may be got approved from the competent authority by submitting a proper justification through Section Head.

This issue with the approval of Executive Director.


(Arvind Rawat)

Joint Director [F&A]-(Admn)

Copy to:

1. All Staff Members for perusal & compliance please.
2. Vigilance Officer
3. Assistant Director (Finance)
4. Executive Director's Office
5. Ms. Suman, Sr. Technical Officer – for uploading on website of this Centre
6. Hindi Section – To issue Hindi version of the above order
7. Notice Boards