

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.) National Institute of Electronics and Information Technology (NIELIT) (पर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था) (An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

> कोलकाता Kolkata NIELIT/Kol/D-3/6/23/308 6th December 2023

OFFICE ORDER

In order to streamline the channel of submission of bills for processing payments to vendors, etc., all the employees are hereby instructed to submit all kinds of bills except procurement bills, duly certified by them through notesheet or e-Office, to the Accounts Section first. The Accounts Section will further process it for payment, etc. with due approval of the Authority.

In case of procurements, the bills should be routed through Procurement Section followed by the Accounts Section of the Centre.

This is in force with immediate effect.

(V. Krishnamurthy) Executive Director

To:

All Employees

Copy for information to:

1. File

Jnit I: Jadavpur University Campus, Kolkata-700032

Phone: +91 (033) 2414-6054/ 6081, Fax: (033) 2414 - 6549

Unit II: Salt Lake Campus, BF-267, Sector-I, Salt Lake, Kolkata-700064

Phone: +91 (033) 4602-2246

Email: dir-kolkata@nielit.gov.in, Website: www.nielit.gov.in/kolkata

Headquarters: NIELIT Bhawan

Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077

Helpline No. (Toll Free): 1800116511 Phone: +91 (011) 2530-8300 with 29 lines

Email: contact@nielit.gov.in, Website: www.nielit.gov.in