

# **NIELIT Shimla**

Date: 27-April-2023

## **Instructions to IT Faculties (For Acceptance Letter)**

It is to inform to all IT Teachers deployed in Govt. Schools that Government of Himachal Pradesh has extended the ongoing HP School project from 01-Apr-2023 to 30-Apr-2023. The acceptance letter for extension of contractual employment from 01-Apr-2023 to 30-Apr-2023 has been uploaded on website of NIELIT, Shimla.

1. All IT teachers deployed are requested to download and print the Acceptance letter.
2. Please fill the blanks i.e. Employee Code, Name, Father Name, Designation, School Name, District of the school on appropriate places and sign it with date.
3. Please Note that mentioning wrong information like Emp-Code, Designation or School Name etc. will make the acceptance letter invalid.
4. **In the absence of receiving the Acceptance letter duly signed by EMPLOYEE within 2 weeks period, the salary for current month will be delayed.**
5. **The signed original Acceptance letter should reach to NIELIT Shimla by Registered Post latest by 30-Apr-2023 at following address:**

Project Coordinator, H.P School Project  
NIELIT Shimla,  
Cedarwood Building,  
Jakhoo Road,  
Shimla 171001 (HP)

(Project In-charge)

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

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

(Cedar wood Building, Jakhoo Road Shimla, HP -171001)

Phone: 0177-2650613, Fax: 0177-2804216 Email ID: [shimla@nielit.gov.in](mailto:shimla@nielit.gov.in)

**Acceptance letter for extension of contractual employment.**

**Subject: Renewal of agreement of contractual employment between NIELIT Shimla and Mr. /Ms.**

.....(IT Faculty) S/o D/o Sh. ....(Father Name).

An agreement is executed between the NIELIT Shimla and Mr. /Ms. ....  
(IT Faculty) S/o, D/o Sh. .... (Father Name) for contractual  
employment as ..... (Designation) from 01-Apr-2023 to 30-Apr-2023 on the terms &  
conditions noted therein, followed by Acceptance Letter received from you for the period 01-Apr-2023 to  
30-Apr-2023.

The said agreement is renewed with mutual consent of both the parties on terms and conditions  
therein, for the period from 01-Apr-2023 to 30-Apr-2023.

During the period of renewed agreement, Mr. /Ms. .... (IT faculty)  
(Employee Code: H-.....) will continue to be posted as .....  
(Designation) in ..... (School Name) .....  
(District).

The renewed agreement shall stand automatically terminated on completion of the term of this  
contract until further extended on mutual consent of both the parties.

This renewed agreement has been made co-terminus with the term of Memorandum of  
Understanding between NIELIT Shimla and Directorate of Higher Education, Lalpani, Shimla for imparting  
IT education and training in the Government Schools of Himachal Pradesh. The existing term of the MOU is  
up to 30-Apr-2023.

Signed by both the parties with mutual consent.

(Signature of IT Faculty)

For & on behalf of

Name: .....

NIELIT, Shimla

Employee Code: .....

Designation: .....

Updated Mobile Number: .....

Category(SC/ST/Gen/OBC) :.....

School Name: .....

School Address: .....

Updated School Email ID: .....

Signed on Date: .....

**Please note that mentioning any wrong information like Emp Code, Designation or School Name etc. will make  
acceptance letter invalid and SEND IT IN ORIGINAL TO NIELIT SHIMLA BY REGISTERED POST.**