

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY ,
(NIELIT) CHANDIGARH**

NIELIT/CH/ADMN-89/2016/ 319

Dated 9th January, 2017

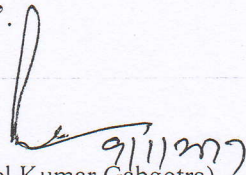
OFFICE OREDR

It has been conveyed vide Headquarter Office Memorandum No. 1(11)/2005-NIELIT Vol. VIII/1992 dated 8.11.2016 that all NIELIT Centres shall disburse meal allowance to their employees by way of meal coupons only. All NIELIT Centres have also been advised to adhere to the following guidelines:-

- (a) It may be ensured to procure meal coupon of not more than Rs. 50/- denomination each.
- (b) It may be ensured that the meal coupons are valid only at eating joints.
- (c) Take a declaration from the employees to the effect that they shall use the meal coupons only at eating joints.
- (d) Develop a mechanism to counter check the misuse of the meal coupons from time to time so as to ensure compliance with the statutory intention.

Henceforth, meal coupons of Sodexo SVC India Pvt. Ltd., New Delhi will be provided to the staff of NIELIT Chandigarh on quarterly basis. First quarter for distribution of the meal coupons will be considered from 16th November, 2016 to 15th February, 2017. Reports relating to the aforesaid period will be provided in the same format to Administration Section in which the details for Canteen Facility were being sent to Accounts Section. Soft copy of the same will also be sent through email (neelam.a@nielit.gov.in). Before submitting the proposal for procurement of meal coupons the quarterly reports to be prepared by Ms. Neelam Aggarwal, Data Entry Operator 'E' will be cross checked by Ms. Parveen Mahajan, Data Entry Operator 'E'.

This issues with the approval of Director In-charge.


(Susheel Kumar Gabgotra)
Additional Director

Copy to:

1. Director's Office
2. Additional Directors (Technical)
3. Additional Director
4. Joint Directors (Technical)/Joint Directors (Systems)
5. Vigilance Officer
6. Joint Director (Admn.)
7. Financial Controller
8. Sh. Gurpreet Singh, Deputy Director (Systems) -
9. Notice Boards

→ **Please bring it in the notice
of staff working under you
and ensure compliance.**

With request to display the Office
Order on the Website of the Centre.