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

Ref No60(41)2016-NIELIT-HQ/   6th January 2017

Office Order

       As per the directions received from MeitY all the action points, targets, projects, proposal etc. will be monitored through e-SamikSha software in all the Organizations/attached Offices/Autonomous Bodies under MeitY .

2.   e-SamikSha is an online Monitoring and Compliance Mechanism has been developed by Informatics Division of Cabinet Secretariat to fast track the compliance of pending action points, projects, proposals etc of various ministries/ departments/Organizations of Govt. of India. The action points of the review of meeting of NIELIT taken by Hon'ble MOS (E&IT) have already been uploaded on e-SamikSha Portal by MeitY. In view of this, these activities have been assigned to the officers of NIELIT H.Q./NIELIT Centres so that the action taken/status can be updated on the e-SamikSha portal. The description of Activities and the concerned officer is attached as Annexure –I. All concerned are requested to provide weekly/monthly update of the respective activities to Sh. Amit Jain (amitjain@nielit.gov.in) and Sh. Vikas Mittal (vikas@nielit.gov.in) so that the same can be updated on e-samikSha Portal.

3.   This issues with the approval of the Competent Authority.

(Janak Raj)
Registrar

Copy to:
1. All Employees Concerned
2. Executive Director/Director/Director-in-Charge, all NIELIT Centres
3. IT Infrastructure branch- with a request to update the website accordingly

CC for information to :
TSO and PS to DG, NIELIT

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
An Autonomous Society under Ministry of Electronics and Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ काम्पलेक्स, लोधी रोड, नई दिल्ली–110 003
Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110 003
दूरभाष / Telephones - 011-24363330-1-2, 24366577-79-80 फैक्स/Fax - 011-24363335, 24363937
वेबसाइट/Website - www.nielit.gov.in

Action-Point(s) on e-SamikSha Portal

S. No.	Description of Activity	Officer Concerned
1.	Expansion of scope and activities of NIELIT. • Detailed report/roadmap to be prepared in consultation with all stakeholders, within one month	Ms. Sunita Goyle Addl. Director(Tech) / Ms. G. Sridevi Dy. Director(Tech)
2.	Simplification of multi-level approval process including Delegation of Powers (DOP) • Necessary steps to be taken to minimize operational delays	Sh. Janak Raj Registrar / Sh. Rajeev Talwar CFO
3.	Regular holding of GC/MB meetings • NIELIT to put up file for holding the meetings as per bye-laws	Sh. Janak Raj Registrar
4.	Recognition of NIELIT courses for employment and higher education • NIELIT to explore possibility of getting declared as National Level Accreditation & Certification Board in IT & Electronics	Sh. Amit Jain Dy. Director(Tech)
5.	Promotion of Digital Literacy • Guidelines and norms for enrolment of CSCs to be retrofitted with that of Facilitation Centres	Ms. Chetna Singh Rathore Jt. Director(Tech.)
6.	Opening of new centres of NIELIT • To draft a policy for opening of new centres. NIELIT to have one centre in each State in the next two years. Opening of Kurukshetra centre to be expedited.	Sh. Anurag Kumar Gupta Jt. Director(Tech.)
7.	Self-sustainability of NIELIT Centres • NIELIT to prepare action plan.	Centre Directors / Dr. Sanjeev Kumar Gupta Addl. Director(Tech)
8.	Opening of Study Centres • NIELIT to explore possibility of opening of Study Centres in Rajasthan and other States where commercially viable	Sh. Anurag Kumar Gupta Jt. Director(Tech.)
9.	Construction Projects • NIELIT to rigorously follow up with State Govts for allotment of land. If required, letter to go from MOS/Minister to CM concerned	Sh. Anurag Kumar Gupta Jt. Director(Tech.)
10.	Capacity Building • NIELIT to take up capacity building in Cyber Security and create a pool of master trainers	Sh. Shameem Khan Jt. Director(Sys) / Sh. Vikas Mittal Dy. Director(Tech)

11.	Assessment of NIELIT courses vis-a-vis industry standards/ requirements • A study report to be prepared with the help of a professional agency	Sh. Basab Das Gupta Jt. Director(Sys) / Sh. Amit Jain Dy. Director(Tech)
12.	Outcome of NIELIT training programmes • NIELIT to compile placement figures to assess compatibility of courses with market requirement	Sh. Rajnessh Asthana Dy. Director (Sys.)
13.	Shortage of staff in NIELIT • Posts to be consolidated to meet the supply and gap among the centres	Sh. R.K. Joshi Asstt. Director (P&A)
14.	Revision of pay scales of DG/Registrar/CFO • Anomalies to be removed	Sh. R.K. Joshi Asstt. Director (P&A)
15.	Creation/Revival of Posts • Matter to be taken up with M/o Finance	Sh. R.K. Joshi Asstt. Director (P&A)
16.	NIELIT as an institute of national importance/ National Skill University for Electronics and ICT Sector • NIELIT to submit a detailed proposal/ action plan	Dr. Sanjeev Kumar Gupta Addl. Director(Tech) / Sh. Basab Das Gupta Jt. Director(Sys)
17.	NIELIT conduct training for long term formal courses (M.Tech/ B.Tech/MCA/ BCA etc). • Update Current status of the training (ie. Enrolment, trained and certificate issued)	Concerned Centre Directors
18.	NIELIT conduct training for non-formal courses with duration of 1 year and above by NIELIT Centres and training units under the control of the Centre • Update Current status of the training (ie. Enrolment, trained and certificate issued)	Ms. Chetna Singh Rathore Jt. Director(Tech.) / Sh. Anurag Shah Controller of Examination
19.	NIELIT conduct training for non-formal courses with duration of less than 1 year (Short-Term courses). • Update Current status of the training (ie. Enrolment, trained and certificate issued)	All Centre Directors
20.	NIELIT conduct training for course on Computer Concepts (CCC) & Basic Computer Course (BCC) • Update Current status of the training (ie. Enrolment, trained and certificate issued)	Sh. Anurag Shah Controller of Examination / Ms. Salma Parveen Ayyubi Admn. Officer