File No.- NHQ/183/2024-NIELIT-Part(1)/388   Dated 13/05/2024

OFFICE MEMORANDUM

In order to ensure that all maintenance-related concerns of NIELIT Bhawan viz. Civil and Electrical Maintenance, Safety and Security, Housekeeping, Photocopier Machines, Fire Extinguishers, Plumbing, Horticulture, RO, etc. are managed, addressed, and resolved in an efficient and timely manner, a Maintenance Complaint Register is being maintained at the reception area of NIELIT Bhawan.

2.   The purpose of this register is to streamline the process of reporting maintenance issues within our office premises promptly. It will ensure that all complaints regarding maintenance, repairs, or any related concerns are duly noted and addressed in a timely manner to uphold a safe and conducive working environment for all.

3.   All the officers and staff members are hereby requested to register any maintenance-related complaints or issues in the complaint register available at the reception desk only. This register will serve as a central point for recording and tracking all maintenance concerns within our premises.

4.   In case the registered issues are not addressed/resolved within a fortnight time, please contact Sh. Abhinav Rastogi, AO at abhinav.r@nielit.gov.in.

[Rajneesh Kumar Asthana]

Registrar

Encl: As above

Copy to:

a. All the officers and staff of NIELIT Bhawan.
b. Webmaster, NIELIT HQs – for uploading the OM to the website of NIELIT Headquarters.
c. Hindi Section for a Hindi translation of the OM

Copy for kind information to: SO to DG NIELIT