

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref. No. NHQ/17-2/2023-NIELT (3121205) | 569

28/06/2024

OFFICE MEMORANDUM

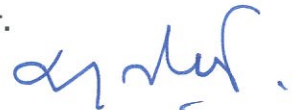
Instance have come to the notice of competent authority wherein employees in NIELIT are directly approaching to the higher authorities by-passing the prescribed channel of communication for exerting outside influence / exercising VIP references by self or through relative(s) or friends so as to press claim or seek redressal of grievance or further one's service matters. The proper course to address any grievance etc., his/her immediate official superior or Head of the Office, or such other authority at the appropriate level who is competent to deal with such matters in the organization.

2 Various instructions advising the employees to abstain from such a practice have been already been issued from time to time.

3 It is once again reiterated that Disciplinary action as deemed fit may be initiated against such employees who are found guilty of violating the instructions.

4 All NIELIT Centres and HoWs in NIELIT HQ are requested to ensure circulation of the above instructions among all of the employees and compliance of the same.

5 This issues with the approval of the competent authority.


[Rajneesh Kumar Asthana]
Registrar

To,

- All ED / Director / DIC – NIELIT Centres and HQ
- All Head of Wings, NIELIT HQ
- All employees NIELIT HQ
- IT&IS Branch – to update NIELIT website
- Hindi Section, NIELIT HQ – to issue Hindi translation
- Guard file

Copy for kind information only,

- i) DG, NIELIT
- ii) CVO NIELIT