

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

F. No. 1(27)/2011-NIELIT (Vol. V)/133

29/01/2020

OFFICE MEMORANDUM

In order to facilitate NIELIT Centres for the purpose of forwarding Special Probation Clearance Reports to NIELIT Headquarters, as well as, maintaining the same in their records, it is felt proper to consolidate the guidelines issued in the connection, for ready reference, as under: -

- (a) Vigilance Officer of the centre is the competent authority to issue Vigilance Clearance Certificate in respect of all below Group 'A' employees [drawing pay in below Pay Matrix Level 10] (Ref. Office Order of even number dated 24/01/2020).
- (b) **In case of fresh recruits** belonging to both Group 'A' and Below Group 'A', S&T and Non-S&T employees on probation, who have not undergone the requisite mandatory induction training for probation clearance within the prescribed minimum period of probation, the period of probation would stand extended by such period as may be necessary, until the concerned successfully undergoes the requisite mandatory induction training, however, subject to the condition that the total period of probation would not exceed double the prescribed period of probation. (Ref. NIELIT Headquarter's OM of even number dated 12/03/2018 & OM of even number dated 14/10/2019)
- (c) Where the employee has reported to more than one Reporting/ Controlling Officers during one's probation period, of which certain Reporting/ Controlling Officer(s) has/ have since been relieved from duty of NIELIT by virtue of transfer/ selection for outside employment/ expiry of term contract/ retirement upon superannuation etc., including having reporting period lesser than 3 months, in such cases Special Probation Clearance Report, as applicable, will be reported by the Reporting Officer having maximum duration of reporting period during the period of probation, however, along with endorsements from the remaining available Reporting Officer(s), and thereupon will be reviewed by the concerned Wing Head/ Controlling Officer. (Ref. NIELIT Headquarter's OM of even number dated 21/02/18 read with OM of even number dated 12/03/2018)
- (d) All NIELIT Centres would assign their S&T employees duties and responsibilities relating to S&T activities, in addition to non-S&T activities, in sync with their

educational qualification(s) and post held. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 05/07/2018)

- (e) Further, the following guidelines should be followed while forwarding the Probation Report(s) to NIELIT Headquarters: -
- (i) It may be ensured the period of probation is correct and complete, as applicable. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 03/05/2018 read with (Ref. NIELIT Headquarter's OM of even number dated 12/03/2018 & OM of even number dated 14/10/2019)
 - (ii) It may be ensured that the report is completely filled up, including duly filled-up in entirety by the employee reported upon, duly reported by the Reporting Officer concerned and reviewed by the Reviewing Officer concerned. The parts of the report not applicable must be struck off, mentioning "Not Applicable". (Ref. No. 1(27)/2011-NIELIT Vol. III dated 03/05/2018)
 - (iii) The first page of the report containing the bio-data & such particulars of the employee reported upon must be duly verified and duly endorsed by the P&A Wing of the concerned centre with signature, name & designation of the endorser clearly mentioned on the page. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 03/05/2018)
 - (iv) Details of leave details in terms of duration and nature of leave must be specified on the first page of the report, and if no regular leave availed, "Nil" may be indicated. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 03/05/2018)
 - (v) There should be minimal cutting/ overwriting while writing/ reporting/ reviewing probation clearance reports and each incidence of cutting/ overwriting should be duly countersigned/ endorsed by the concerned committing the cutting/ overwriting. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 05/07/2018)
 - (vi) The name of the employee in the reports should be uniform and as per records of the office. In case of any change/ addition/ deletion in the firstname/ middlename/ surname of the employee owing to marital status etc., the probation clearance report must reflect the applicable name along with document(s) in support, as applicable. The Centres must exercise strict vigil while spelling the name in the reports and other documents. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 05/07/2018)
 - (vii) The forwarding letter must indicate and enclose any Office Memorandums/ warning letter(s) issued to the employee on probation during the period of probation, and if not applicable, Disciplinary Clearance to the effect that no warning letter(s) or such Office



Memorandums were issued to the concerned during the applicable period of probation. In addition, the report should enclose Vigilance Clearance Certificate "**in original**" along with Annual Immovable Property Return in respect of the concerned. In case of fresh recruits, the NIELIT Centre should also enclose certificate to the effect that all pre-appointment formalities are complete and Certificate towards proof of having attended the mandatory induction training. (Ref. No. 1(27)/2011-NIELIT Vol. III dated 03/05/2018)

(viii) The report(s) should be properly consolidated/ organized into a unit with all supporting documents such as Vigilance/Disciplinary Clearance Certificate etc. attached to the main report at one place for smooth scrutiny by the committee members. (Ref. OM of even number dated 11/07/2019)

(ix) The approved formats of the Report are available on NIELIT's website in Employee's Corner under Forms and Proformas followed in NIELIT at Sno.45 & 46 at <http://nielit.gov.in/content/forms>. The approved formats only should be used for the purpose, strictly speaking. (Ref. NIELIT Headquarter's OM of even number dated 21/02/18)

2. All NIELIT Centres are requested to ensure strict adherence to the above instructions and guidelines.


(Janak Raj)
Registrar

Copy to: -

- (1) Executive Director/ Director/ Director Incharge, NIELIT Centers – *with a request to ensure strict adherence to the guidelines by all concerned at NIELIT Centres*
- (2) All Head of Wings, NIELIT Headquarters
- (3) All the employees of NIELIT Headquarters – *for information and future compliance*
- (4) Webmaster, NIELIT Headquarters – *with a request to update NIELIT website accordingly*

Copy for information only: -

The Staff Officer to The Director General, NIELIT