

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

NIELIT/CH/ADMN-01/2019/1001

12th February, 2019

Office Order

Registrar, NIELIT vide Office Memorandum No. 21(30)/2013/ NIELIT dated 31st January, 2019 has conveyed that the National Productivity Council under Ministry of Commerce & Industry, Govt. of India is organizing the observance of Productivity Day on 12.02.2019 and the seven day period from 12th to 18th February, 2019 will be observed as National Productivity Week throughout the country. Keeping in view the importance of productivity for various sectors of economy, **the theme "Circular Economy for Productivity and Sustainability"** has been selected for the National Productivity Week 2019.

In this regard, Headquarter has also suggested vide above said Memorandum that special activities keeping the special theme of this year in view, should be formulated for improving productivity. Among others, the following few activities may be considered for this purpose:

- i) Special Talks, discussions, meetings, workshops to focus on problems being faced by the Centre on the productivity front.
- ii) Essay/Paintings/Slogan/Quiz competition relating to the theme.
- iii) The Centre may consider constituting a Productivity Improvement Committee for boosting productivity.
- iv) Innovation awards may be instituted for individual/team efforts.
- v) Special training Programs for Productivity Enhancement for your Centre may be organized.

A brief report highlighting the activities undertaken by the Centre during above mentioned period is also to be sent through email to socialmedia@nielit.gov.in.

Director of the Centre has constituted Productivity Improvement Committee comprising of following members for boosting productivity and conducting above activities by this Centre:-

- i) Shri Susheel Kumar Gabgotra, Additional Director (P&A)
- ii) Shri Amitabh Garga, Additional Director (Technical)
- iii) Ms. Ragini, Assistant Director (Admn.)

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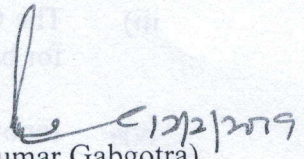
To observe National Productivity Week starting from 12th February, 2019 to 18th February, 2019, the following activities will be conducted in NIELIT Chandigarh :-

S.No.	Name of Activity	Date	Time
1.	Panel discussions on problems being faced by the Centre on productivity front and sustainability.	14.02.2018	3.00 p.m.
2.	Essay competition relating to the theme " Circular Economy for Productivity and Sustainability ".	14.02.2018	4.00 p.m.
3.	Prize Distribution to winners of contest for Essay competition	15.02.2019	3.00 p.m.

The staff members who wish to participate in Essay competition on the above theme are requested to get themselves registered with Ms. Ragini, Assistant Director (Admn.) upto 2.00 p.m. on 14.02.2019.

Above functions will be held in the Class Room No. 4 (first floor). All staff members are requested to assemble in Class Room No. 4 to attend the functions.

This issues with the approval of Director, NIELIT Chandigarh.


(Susheel Kumar Gabgotra)
Additional Director (P&A)

Copy to :

1. Director's Office
 2. Additional Director (P&A/Systems/Technical)
 3. Joint Directors (Admn./Technical/Systems) – Shri Gurpreet Singh, JD (S) to display the Office Order on the Website of the Centre
 4. Financial Controller
 5. Vigilance Officer
 6. Notice Boards
- } Please bring it in the notice of staff working under you