

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)

**National Institute of Electronics and Information Technology (NIELIT)**

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

दिल्ली केन्द्र / Delhi Centre

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**OFFICE ORDER**

It has been observed that the files are directly submitted to the Director In-charge. In this process, certain issues pertaining to administrative, financial and legal aspects get skipped.

2. Henceforth, it has been decided that all the files related to purchase/procurement/MOU/MOA/Agreement etc., would be routed through Wings-Heads to Administration, Legal [if required] & Finance. Thereafter, such files would be submitted to the Director In-charge for necessary approval.

3. This issues with the approval of the Director In-charge.

  
(Arvind Rawat)  
Deputy Director (Fin. & Admin.)

**All the Wings-Heads**

**Copy to:** [a] Director In-charge, NIELIT Delhi Centre.  
[b] Vigilance Officer, NIELIT Delhi Centre.  
[c] Assistant Director [Finance], NIELIT Delhi Centre.

Chennai }  
Chd } → 3 observers  
Ranchi }