

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(34)/2017-NIELIT/1104

15/06/2017

OFFICE MEMORANDUM

It is observed that the various versions of leave application and other forms and proformas are in use in NIELIT Headquarters, which at times are deficient in content and thus unsuitable for use. Also, some forms are still showing old obsolete header(s) of NIELIT, which need revision to be up to date.

2. Accordingly, with the approval of the Competent Authority, all forms and proformas in use in NIELIT Headquarters have been reviewed, revised/ updated and collated at one place in Employee's Corner of NIELIT's website at URL <http://nielit.gov.in/content/forms>, for persual and wide use in all NIELIT offices across India.

3. All employees of NIELIT are, therefore, requested to discontinue using any other forms/ proformas with immediate effect and stringently adhere to the proformas/ forms available online at the above-mentioned link, without fail. Applications received in different forms and proformas shall not be entertained and summarily rejected.



(Janak Raj)
Registrar

To

All NIELIT employees at NIELIT Headquarters and NIELIT Centres

Copy to: -

- (1) Executive Director/ Director/ Director-in-charge, NIELIT Centres
- (2) All HoWs, NIELIT Headquarters
- (3) Website Incharge, NIELIT Headquarters – *with a request to update NIELIT website accordingly*
- (4) Hindi Section – *with a request to Hindi translation of all forms and proformas not available in bilingual already, please.*
- (5) Gurad File/ Office Order File

Copy for kind information only: -

- (1) TSO/ Sr PS to Director General, NIELIT