

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. NIELIT/HQ/MIS(CH)/01/03 (Vol.V) /1213

03/07/2017

OFFICE MEMORANDUM

Through NIELIT Headquarter's Office Memorandum No NIELIT/HQ/MIS/69/12/836 dated 12/11/2014 & 08/12/2015, all Executive Directors/ Directors/ Directors-in-charge/senior Officers of NIELIT Centres have been requested not to leave their workplace (station) without due permission of the Competent Authority and abstain from incurring avoidable travel expenses by using the facility of video conferencing for interaction/discussions, as far as possible.

2. However, as per past practice, Executive Directors/ Directors/ Directors-in-charge having more than one centre under their jurisdiction are also required to obtain tour approvals and submit tour reports in respect of transfers between the centres in their control.

3. A solemn view has been taken in the matter and it is understood that Executive Directors/ Directors, being on a very senior position with immense responsibility, shall exercise prudence while making visits to the centre(s) under his jurisdiction. It is, therefore, decided to allow all Executive Directors/ Directors handling more than one centre to negotiate between the Centres under their jurisdiction without having to obtain tour approval or submit tour report, however, under intimation to NIELIT Headquarters for seamless coordination.


(Janak Raj)
Registrar

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) Gurad File/ Office Order File

Copy for kind information only: -

- (1) Director General, NIELIT