

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

Ref. No. DOEACC/CCU/MIS/35/05/1041

06/07/2018

**OFFICE MEMORANDUM**

It is observed that NIELIT Centres forward the requests/ representations of their employees for grant of functional designation to NIELIT Headquarters without proper justification and deliberation at the Centre level. Certain NIELIT Centres are also observed to be using functional designations for their employees without proper sanction of the Director General, NIELIT, being the Competent Authority. A solemn view has been taken on the matter and it is felt that the need and significance of functional designation needs to be revisited.

2. As per extant policy, functional designations like Assistant Director, Dy. Director, Jt. Director etc. are granted to Group 'A' S&T Officers viz. Scientist 'B', Scientist 'C', Scientist 'D' etc., respectively, where all S&T employees with engineering degree are designated with "technical" specialization as Asst Director (Tech)/ Dy Director (Tech) and so on, whereas those with non-engineering degree are designated with "systems" specialization such as Asst Director (Sys)/ Dy Director (Sys) and so on.

3. Director General is the Competent Authority to decide a uniform structure of functional designations for each post, as per the duties and responsibilities of the post.

4. As per approved norms, S&T employees in NIELIT Headquarters are granted functional designations for the sake of better interface, impact and ease of operations with other Government/ non-Government organizations, as their duties and responsibilities involve extensive interaction, dealing and coordination with various stakeholders/ third-parties for business development, procurement et al. Functional designations assist in impressing upon such third parties that the concerned S&T Officers have sufficient know-how of the related non-technical subjects/ activities. However, their service records are maintained as per their original designation only so as to avoid future complications in their service matters viz. promotion, superannuation and fresh recruitment against the post held.

5. Non-S&T Officers in NIELIT Headquarters have also been granted functional designation towards broadening the scope of their job profile, and thus addressing issues like paucity of manpower in NIELIT, ensuring better utilization of their qualifications and capabilities, as well as,

extending avenues for professional growth to the employees, hand in hand with achievement of organizational goals.

6. On the other hand, cadre posts in the organisation are the posts created for the organisation by its apex body for furthering its pre-defined business objectives. Cadre posts in NIELIT are, therefore, vacancies against which regular appointments are made from time to time. Since, cadre posts are created to meet the business objectives of the organisation, it may not be possible to effect any changes to the posts driven by subjective interests of the incumbents to the posts. Accordingly, in case an incumbent is dissatisfied with the nature of the post of his/her appointment in terms of attached payscale, promotion policy, entailing nature of duties and responsibilities etc., the incumbent has no other option but to apply for another suitable post of one's liking, through recruitment process, within or outside the organisation, in response to advertised posts, as and when applicable.

7. In the light of above, all NIELIT Centres are requested to henceforth forward their recommendation for grant of functional designation to any of their employees along with proper justification in the light of guidelines/ spirit of the practice of grant of functional designation as brought out in Para 4 & 5 above.

8. All NIELIT Centres should maintain the service records of the employees with their original post held and not by the functional designation of the employees. All communications issued by the Centre in respect of the employees should always mention their original post held together with functional designation, such as Scientist 'B'/ Assistant Director (Tech), Senior Private Secretary/ Assistant Director etc.

9. All the concerned employees should always mention their original post held along with functional designation in all their communications.

10. This issues with the approval of the Competent Authority.

  
(Janak Raj)  
Registrar

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 - *with a request to ensure strict adherence to the guidelines by all concerned*
- (3) All the employees of NIELIT Headquarters - *for information and future compliance*
- (3) Webmaster, NIELIT Headquarters - *with a request to update NIELIT website accordingly*

Copy to: - The Staff Officer to The Director General, NIELIT

केन्द्र : अगस्तला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, पंगटोक, मोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लखनऊ, पटना, पाली, रोपड़, रांची, शिमला, शिलांग और श्रीनगर/जम्मू

Centers at : Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Lucknow, Patna, Pali, Ropar, Ranchi, Shimla, Shillong and Srinagar/Jammu