

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

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August 1, 2018

OFFICE MEMORANDUM

It is observed that employees (regular as well as contractual) in NIELIT Headquarters tend to indulge in cigarette smoking / chewing & spitting tobacco/ pan-masala / gutka etc. within the NIELIT premises which disturbs the office decorum and also causes annoyance to fellow employees who have to put-up with the littered remains viz. cigarette stubs, red stains & supari in toilets / basins.

2. Henceforth, cigarette smoking and consumption / chewing of tobacco in any form is prohibited within NIELIT premises. The quantum of punishment incase of violation is as under:

Employee Category	Quantum of Punishment
Regular employees	-) Verbal warning in the first instance. -) Repeated violators will be issued a Memo which would also be placed in his Service records and attached along with the APAR.
Contractual Staff	-) Verbal warning in the first instance. -) Any further repeated offence may lead to termination of service.

3. This may be complied with right spirit towards maintaining good health, cleanliness, and observance of discipline.


[[Janak Raj]]
Registrar

To,

- 1) All regular employees at NIELIT HQ
- 2) All contractual staff
- 3) Notice Board
- 4) NIELIT Website

Copy for information to : All Executive Directors, Directors, Director Incharges, All NIELIT Centres

Copy for kind information : DG, NIELIT