



**ADDENDUM**

**Subject: Donation of one day salary to the PM-CARES fund – an Appeal – reg.**

In continuation of NIELIT Headquarters' Office Memorandum of even number dated 31/03/2020 on the above subject, it is to further clarify that the employees to whom the appeal for contribution is to be made include all the regular and directly engaged contractual employees in NIELIT, but excluding all the outsourced manpower (i.e. such persons deployed in NIELIT through a service provider/ outsourced manpower agency).

2. All NIELIT Centers are requested to make the appeal to the staff members accordingly.
3. Sh. Ashok Verma, Joint Director(Admn.) in NIELIT Headquarters, being Head of Section & thus in-charge of the service matters of directly engaged contractual manpower, is requested to make the appeal to the directly engaged contractual staff in NIELIT Headquarters, along with a request to those desirous to opt out (i.e. who do not wish to contribute) to convey the same in writing mentioning their name, designation and mobile number, to [rabindra@nielit.gov.in](mailto:rabindra@nielit.gov.in) by 04:00 PM today positively, so as to enable Finance Wing in NIELIT Headquarters to compute total contribution to the fund from NIELIT Headquarters accurately, for onward submission by end of this working day.
4. This issues with the approval of the Competent Authority.

(Janak Raj)  
Registrar

To

1. Chief Finance Officer, NIELIT
2. Executive Director/ Director/ Director Incharge, all NIELIT Centres
3. Sh. Ashok Verma, Jt. Director(Admn.), NIELIT Headquarters
4. Head of Wing/ Section, NIELIT Headquarters
5. IT&IS Wing, NIELIT Headquarters – *for uploading the above on NIELIT's website*

Copy for kind information to: -

1. The Director General, NIELIT
2. CVO, NIELIT