

# NIELIT Shimla

Date: 24-July-2019

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## Instructions to IT Faculties (For Acceptance Letter)

It is to inform to all IT Teachers deployed in Govt Schools that Government of Himachal Pradesh has extended the ongoing HP School project from 01-Jul-2019 to 31-Dec-2019. The acceptance letter for extension of contractual employment from 01-Jul-2019 to 31-Dec-2019 has been uploaded on website of NIELIT, Shimla.

1. All IT teachers deployed are requested to down load and print the Agreement and Acceptance letter.
2. Please fill the blanks i.e. Name, Father Name, designation, School Name, District of the school on appropriate places and sign it with date.
3. Please Note that mentioning wrong information like Emp-Code, Designation or School Name etc will make the acceptance letter invalid.
- 4. In the absence of receiving the Acceptance letter duly signed by EMPLOYEE, the salary from July 2019 onwards for the faculty will not be processed.**
- 5. The signed original Agreement/Acceptance letter should reach to NIELIT Shimla by Registered Post latest by 10-Aug-2019 at following address:**

Project Coordinator, H.P School Project  
NIELIT Shimla,  
Cedarwood Building,  
Jakhoo Road,  
Shimla 171001 (HP)

Karuna Sheel  
(Project In-charge)

(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार की स्वायत्त संस्था)

(An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India)

(Cedar wood Building, Jakhoo Road Shimla, HP -171001)

Phone: 0177-2650613, Fax: 0177-2804216 Email ID: [hps.nielit@gmail.com](mailto:hps.nielit@gmail.com)

Website: [www.nielit.gov.in/shimla](http://www.nielit.gov.in/shimla)

### **Acceptance letter for extension of contractual employment.**

**Subject: Renewal of agreement of contractual employment between NIELIT Shimla and Mr. /Ms.**  
..... (Name of faculty) S/o D/o Sh. .... (Father Name).

An agreement is executed between the NIELIT Shimla and Mr. /Ms. ....Name of faculty) S/o D/o Sh. .... (Father Name) for contractual employment as ..... (Designation) from 01-July-2019 to 31-Dec-2019 on the terms & conditions noted therein, followed by Acceptance Letter received from you for the period 01-July-2019 to 31-Dec-2019.

The said agreement is renewed with mutual consent of both the parties on terms and conditions therein, for the period from 01-July-2019 to 31-Dec-2019.

During the period of renewed agreement, Mr. /Ms. .... (Name of faculty) (Employee Code: H-.....) will continue to be posted as ..... (Designation) in ..... (School Name) ..... (District).

The renewed agreement shall stand automatically terminated on completion of the term of this contract until further extended on mutual consent of both the parties.

This renewed agreement has been made co-terminus with the term of Memorandum of Understanding between NIELIT Shimla and Directorate of Higher Education, Lalpani, Shimla for imparting IT education and training in the Government Schools of Himachal Pradesh. The existing term of the MOU is up to 31-Dec-2019.

Signed by both the parties with mutual consent.

(Signature of Faculty)

For & on behalf of

Name: .....

NIELIT, Shimla

Employee Code: .....

Designation: .....

Mobile Number: .....

School Name: .....

School Address: .....

Signed on Date: .....

**Please note that mentioning any wrong information like emp code, designation or school name etc. will make acceptance letter invalid and send it in original to NIELIT Shimla by registered post.**