Ref: 1(12)/2014-NIELIT   12-Mar-2014

OFFICE MEMORANDUM

NIELIT is the amalgamation of the Autonomous Societies viz. DOEACC, CEDTI and RCC Kolakata and Chandigarh. All the these were having separate employee identification system and there was no uniformity. Therefore, it has become essential to bring all the employees under one umbrella by allotting them a unique employee id so that each employee of H.Q. and Centres is recognized under that employee id.

Therefore, to bring uniformity and keeping in view the e-Office implementation in NIELIT, it has been felt that the employee codes of NIELIT employees at H.Q. and across the Centres may be restructured and Unique ID Nos. may be assigned to all employees. This is also required when an employee gets transferred from place to another, there is no need to assign him/her new ID and rather Unique ID issued may be utilized. It will also help in creating personnel database of all the employees so that on click of button, all the information about that employee such as personal details, grade pay, pay band and LTC, TA status etc. is available.

It is also felt that the employee codes should be uniform and meaningful which should also indicate the status and length of service including place of first joining etc. beside other details. Inputs in this regard were also sought from Centre Directors. Accordingly, the following structure of the Unique ID has been finalized which is alphanumeric and has 6 parts:
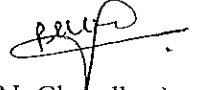
S.No.	Structure of Unique ID	Format and size	Example	Remarks
1.	NIELIT	6 char	NIELIT	Optional
2.	Year of Joining	4 digit	1995	
3.	Centre of 1st Joining (Centre-code)	2 digits	03	This is the code of NIELIT Centre where the employee joined first. List of Centre Codes is attached as Annexure
4.	Category	2 char	SA,SB or SC NA,NB or NC	SA-> S&T(Group-A) NA-> Non S&T (Group-A)
5.	Regular/Contract	1 char	R or C	R-> Regular C-> Contract employment on regular grade hired on 5 years or 3 years contract
6.	Serial Number	4 digits	0001	To be generated at H.Q. alphabetically on name and on DOJ

For example Unique ID of a group B Non S&T regular employee may be **NIELIT199905NBR0011.**

Contd..

It is requested that the Centres may provide unique ids of all the employees which should include informations at Sr.No. 2,3,4&5 of all the employees on urgent basis so as to start the process of assigning the Unique IDs. The information may please be sent latest by 25th March 2014 positively. It is also requested that for short term contract employees or employees hired against projects, the Centres may assign/create similar Unique IDs for their record and reference.

This is issued with the approval of the Managing Director.

(B.N. Choudhry)
Additional Director(P&A) & Registrar

Copy to:
1. All Directors/Directors-in-Charge
2. Additional Director(T)
3. CFO
4. PS/TSO to MD
5. Guard File

S.No.	Centre	Code
1	H.Q.	01
2	Agartala	02
3	Aizawl	03
4	Ajmer	04
5	Aurangabad	05
6	Calicut	06
7	Chandigarh	07
8	Chennai	08
9	Delhi	09
10	Gangtok	10
11	Gorakhpur	11
12	Guwahati	12
13	Imphal	13
14	Itanagar	14
15	Kohima	15
16	Kolkata	16
17	Patna	17
18	Shillong	18
19	Srinagar/Jammu	19