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 एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

OFFICE MEMORANDUM

Ref.no:NIELIT/HQ/GEN/2013/10 /134   Date: 10th July, 2014

Last month NIELIT Chandigarh Centre has a major fire which destroyed all records and the machinery & equipments of the Centre. Due to loss of all the records/data, the Centre is facing lots of difficulties in re-starting its activities and retrieving old data.

In order to overcome the above as a remedial measure, it has been decided that the Centres should send their financial data/files relating to their day-to-day functioning to HQs on regular basis for backup from 1st April, 2014 onwards. Prior to April, 2014, Centre may store the data separately at their end.

The data may be sent at least twice every week to HQs by the Centres through e-mail A/c **hqfinance.bck@nielit.gov.in**. We are also working out mechanism for backup at NIC Data Centre.

This issues with the approval of the Managing Director and come into force with immediate effect.

(Himanish Roy) 10/7/14
Joint Director (Finance)

The Directors/Directors-in-charge
All NIELIT Centres

Copy to –

i)   Registrar, NIELIT

ii)   Additional Director (IT), NIELIT

iii)   PS to MD - for information

iv)   Guard File

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
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