

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

No. NIELIT/SR/E0103/ADMN. | 306

22/02/2016

OFFICE MEMORANDUM

It has been observed that some employees are applying for outside posts without proper advance intimation and approval of the Competent Authority. The matter has been viewed seriously by the Director General and accordingly it is reiterated that as per relevant rules, an employee is required to apply for outside posts under intimation to his organization through proper channel.

2. All centers are, therefore, requested to ensure strict compliance to the above-mentioned rules and accordingly all employees under their respective administrative control should apply to outside posts only through proper channel, with the approval of the competent authority, in advance.



(Mita Purohit)
Assistant Director (Admn.)

Copy to:

1. All employees in NIELIT Headquarters
2. Finance and Administration Sections of All NIELIT Centers
3. Infrastructure Branch – to update website accordingly
4. Hindi Section – to issue Hindi translation of the above
5. Guard File

Copy also for information to:
Sr PS/ TSO to the Director General