

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION
TECHNOLOGY CHANDIGARH**

NIELIT/CH/ADMN-02/2015/21247

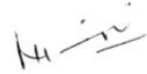
Dated: 16th December, 2015

OFFICE ORDER

As desired by the Director General, NIELIT during his visit on 8-12-2015 at NIELIT Chandigarh, all the staff members are requested to strictly follow the following instructions with immediate effect:-

1. Lights shall be put off, when the office is not in use.
2. As cleaning of the office as Swachh Bharat is one of the mandate of the Government of India, on every Monday about 15 minutes may be devoted to clean their place of work and surroundings.
3. No stationery shall be kept in corridors.

This issues with the approval of Director Incharge.



Administrative Officer

Copy to :

1. Director, NIELIT Chandigarh and Delhi Centres
2. Director's Office
3. Additional Directors(Technical)
4. Vigilance Officer
5. Joint Directors (Tech)/Joint Directors (Systems)
6. Joint Director (Admn)
7. Financial Controller
8. Sh. Gurpreet Singh, Deputy Director (Systems)
9. Notice Boards

|
|
| →Please bring it in the
| notice of staff working
| under you.
| - with request to display
| the office order on the
| Website of the Centre