

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

Ref. No. 1(23)/2015-NIELIT/505

Dated 06.05.2015

OFFICE ORDER

The existing structure of reporting has been reviewed by the competent authority in NIELIT with a view to streamline the process of reporting, reviewing and maintenance of APARs of the employees in line with the DOP&T instructions. Accordingly, after careful examination of the matter, the reporting structure of Directors /Directors-in-charge and other employees has been revised with the approval of competent authority and it has been decided that with immediate effect, the reporting structure as indicated in the statement enclosed shall be followed in NIELIT Headquarters and NIELIT Centres as far as possible.

2 Directors/Director-in-Charge may review the channel of submission of APARs in the Centres under their respective charge and ensure to follow as far as possible a three level channel of submission so that Director of the Centre is required to function as Reporting Officer in case of minimum number of employees and can function as competent authority in case of maximum no. of employees in the respective Centres.

3 This supersedes all previous Office Orders issued in the past on the subject.


(B.N. Choudhury)

Addl. Director(Admn.) and Registrar

Encl. : as above

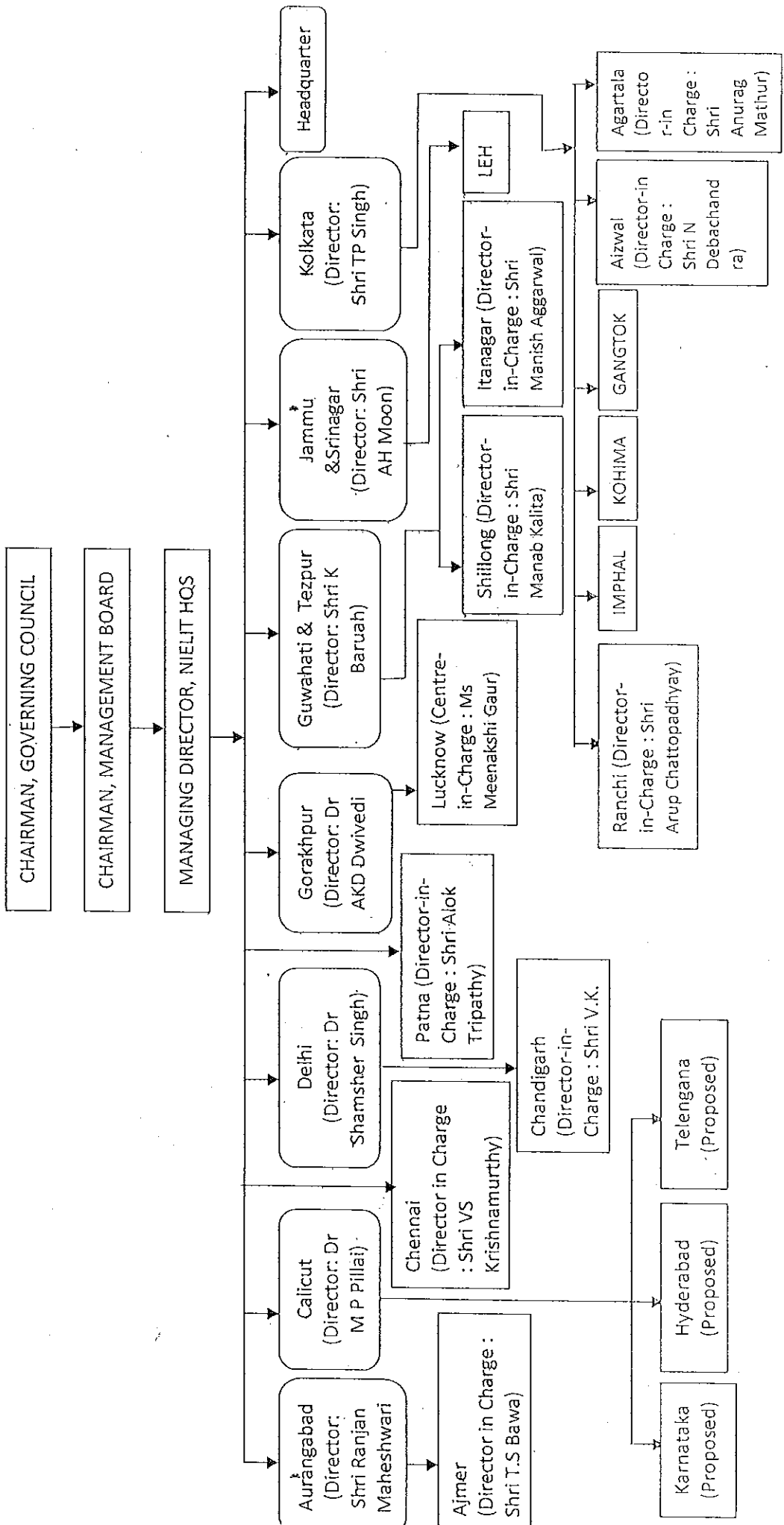
To

- (i) Directors/ Directors -in- charge, all NIELIT Centres
- (ii) All HOWs, NIELIT HQs
- (iii) Vigilance Unite, DeitY
- (iv) CVO/VO, NIELIT
- ✓(v) IT Infrastructure Branch, in NIELIT HQs – for updation of website

Copy also for kind information to:

- (i) OSD to secretary, DeitY
- (ii) TSO to Managing Director, NIELIT

REPORTING AND REVIEWING STRUCTURE IN NIELIT



Enclosure to Office Order No. 1(23)/2015-NIELIT dated 06.05.2015 (Sheet-2)

