

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/ MIS/HQ/69/12 (pt)/1560

Dated: 8<sup>th</sup> Dec., 2015

OFFICE MEMORANDUM

In continuation to NIELIT HQ's OM of even number dated 12<sup>th</sup> November, 2014 (copy enclosed for ready reference), through which all senior Officers/Directors/Directors-in-charge of various NIELIT Centres were requested not to leave their workplace without due permission and desist from incurring avoidable expenses using the facility of video conferencing for interaction/discussions as far as possible.

2. It has, however been noticed that the above directions are not being followed scrupulously by few. All concerned are, therefore, again requested to comply with the above directions. The Directors / Directors-in-charge may use on-line tour approval facility for the purpose.

3. All are requested to kindly cooperate.

  
(Janak Raj)  
Registrar

To,

- Director /Director-in-charge of all NIELIT Centres.
- ✓ - IT Wing, NIELIT HQ – For uploading the OM on the website and for making provision for other Director-in-charge also.

Copy for information to:

- TSO to MD, NIELIT
- CVO, NIELIT
- CFO, NIELIT

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National Institute of Electronics and Information Technology (NIELIT)

(58)

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Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India

Ref. No. NIELIT/HQ/MIS/69/12/236

November 12, 2014

OFFICE MEMORANDUM

It has been observed by the Competent Authority that Officers of the NIELIT Centres are frequently visiting Electronics Niketan, New Delhi without any pre-defined purpose and without prior intimation / approval.

2. Despite clear orders issued in the past stating that officers reporting to Managing Director will leave their workplace with his due permission, some of the Officers are proceeding on tours/leave without prior approval. It has also been observed that some officers are getting themselves engaged in other activities not directly related to NIELIT's aim & vision.

3. Further, vide Office Memorandum No. 7(1)/E.Coord./2014 dated October 29, 2014, Ministry of Finance, Deptt. of Expenditure have issued guidelines on curtailment of the expenses on tour and travel. It is, therefore, necessary that the Sr. Officers / Directors/Directors-in-Charge of various NIELIT Centres may desist from incurring avoidable expenses and use the Facility of Video Conferencing for interaction/discussions as far as possible. However, Officers visiting NIELIT HQs, DeitY, New Delhi or other places must obtain prior permission of Managing Director, NIELIT. The officers are also requested to refrain from indulging in activities like serving on Selection or any other Committees as members without prior permission of the Competent Authority.

All officers of NIELIT are therefore requested to scrupulously follow the above instructions.



(B.N. Choudhury)

Addl. Director (P&A) & Registrar



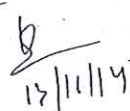
To

- 1) Chief Vigilance Officer, NIELIT
- 2) The Director/Director-in-charge,  
All NIELIT Centres

— Jh 13/11/14

Copy to:

Managing Director, NIELIT.



12/11/14