

NIELIT/CH/ADMN-140/2020 /11102

27th January, 2020


OFFICE ORDER

Sub: Use of office Bus Service

Under the provisions of rules applicable, this Centre has started providing bus service to its employees w.e.f. 1st December, 2019 from Chandigarh/Mohall to Ropar Campus and back. The bus service has also been extended to the students enrolled in various courses at the Campus. Till date, 11 employees have opted to avail this bus service.

Further, if any other employee intends to opt for the said transport facility, they may submit their consent to the Administration Wing in the attached proforma.

This issues with the approval of Director-in-Charge, NIELIT Chandigarh, Ropar Campus.


(Susheel Kumar Gabgotra)
Additional Director(P&A)

Copy to:

1. Director
2. Additional Director(P&A)/Techical/Systems: bring it to the notice of staff working under them
3. Financial Controller
4. Vigilance Officer
5. Ms. Suman, Technical Officer
6. Notice Board

:for uploading the office order on website of Centre

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
CHANDIGARH ROPAR CAMPUS**

The Director,
NIELIT Chandigarh
Ropar Campus
Birla Farms, Bada Phull,
Rupnagar.

Subject : Option for use of Office Bus

Madam,

I intend to opt for use of Office bus facility from _____ onwards. I, hereby, give undertaking that my transport allowance may be deducted in lieu of use of said transport facility.

Thanking you,

Yours faithfully,

(_____)

Name : _____

Emp.Code : _____

Designation : _____

Dated :