

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 और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

F. No. 30(1)/2012/NIELIT/3153

Date: 16<sup>th</sup> December, 2016

**OFFICE ORDER**

Complaints are being received in the office of CVO, MeitY alleging irregularities in the process of procurement in NIELIT. There have also been complaints received by NIELIT Headquarters/CVO NIELIT regarding procedural lapses while making purchase of products and services etc.

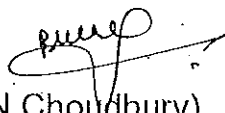
In this regard, CVO, MeitY has advised NIELIT to ensure that in all the matters related to procurement of goods and services adequate care may be taken to scrupulously follow the instructions provided in the CVC guidelines, GFR's, Manuals prescribed by Ministry of Finance etc. for purchase of goods and services issued from time to time to make sure that transparency, competition, fairness and elimination of arbitrariness in the process is adopted.

It has also been advised to use the GeM for procurement of products and services etc. Even Govt. of India has now directed that payment to stakeholders and even receipt from vendors shall be made through digital mode.

In view of this, all concerned are advised to follow GFR guidelines, CVC guidelines, Manuals prescribed by Ministry of Finance from time to time and Delegation of Powers (DoP)/ Staff Rules of NIELIT for procurement of goods and services. It may be noted that if any lapses are observed while dealing such activities, then it will be the sole responsibility of the concerned Director-in-Charge/Director/ Executive Director or the concerned Wing-Head/dealing officials.

This may be taken up in the true spirit for betterment of the organization and bringing more transparency in day to day procurement activities.

This issues with the approval of the Director General.

  
(B.N Choudhury)  
Addl. Director (P&A)



To,

All the Executive Directors, Directors, Directors-in- Charge,  
Addl. Director (T), Registrar, CFO, JD (Fin.) & D.D (Purchase), VO NIELIT HQ

Copy for kind information to:-

CVO MeitY, DG NIELIT & CVO NIELIT

Copy also to:-

  
  
Webmaster NIELIT, for updating the website ✓  
Guard File