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

Ref. No. 1(27)/2011-NIELIT Vol. III / १०४३   05/07/2018

OFFICE MEMORANDUM

In continuation of NIELIT's OM of even number dated 29/12/2016, 12/03/2018 and 03/05/2018, all NIELIT Centres are requested to adhere to the following while dealing with Special Probation Clearance Reports: -

(a)   There should be minimal cutting/ overwriting while writing/ reporting/ reviewing probation clearance reports and each incidence of cutting/ overwriting should be duly countersigned/ endorsed by the concerned committing the cutting/ overwriting.

(b)   The centre should ensure that the name of the employee should be uniform across all documents strictly as per records of the office. In case of any change/ addition/ deletion in the firstname/ middlename/ surname of the employee owing to marital status etc., the probation clearance report must reflect the applicable name along with document(s) in support, as applicable. The Centres must exercise strict vigil while spelling the name in the reports and other documents.

(c)   From the reports, it has been observed that employees holding S&T posts are being engaged purely for non-S&T work, which is detrimental to the career prospects of the concerned employees in the long run. All NIELIT Centres are, therefore, directed to ensure to assign S&T-related activities, in addition to non-S&T activities, to their S&T employees, in tandem with their educational qualification(s) and post held.

Janak Raj
Registrar

To

(1)   Executive Director/ Director/ Director Incharge, NIELIT Centers
(2)   All Head of Wings, NIELIT Headquarters
(3)   Webmaster, NIELIT Headquarters – *with a request to update NIELIT website accordingly*

Copy to: -
     The Staff Officer to The Director General, NIELIT

भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
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