

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. 1(79)/2017-NIELIT Part File/1179

13/08/2018

OFFICE MEMORANDUM

In order to eliminate scope of any irregularities in the matter of tours/ trainings undertaken by employees in NIELIT Headquarters, as well as maintain an integrated record of all tour/ training approvals on one seat for easy and prompt retrieval of such information for various official purposes, including leave reconciliation, RTI replies etc., the following is decided for stringent adherence with immediate effect: -

2. Office orders will be issued in respect of tour approvals by Sh Satish Chandra Kandpal, Asst. Director (Admn), being also responsible for official ticket-bookings and Protocol Officer.
3. Training-related orders will be handled by Establishment Section.
4. Tour bills will not be entertained for settlement without Office Order to authenticate tour approval.
5. All employees proceeding on tour will submit tour report subsequent upon return from the tour, , without exception.
2. This issues with the approval of the Competent Authority.


(Janak Raj)
Registrar

To

The concerned employees

Copy to: -

- (1) Executive Director/ Director/ Director-in-charge, NIELIT Centres - *with a request to refer to Office Order containing tour approval from visitor employee from NIELIT Headquarters so as to ensure the concerned employee is visiting the Centre in official capacity with proper approval of the Competent Authority.*
- (2) All Head of Wings, NIELIT Headquarters - *with a request to convey any approvals taken at Wing Level regarding tours/ trainings in NIELIT Headquarters to the concerned officer/ Section so that necessary orders can be issued in a prompt and timely manner.*
- (3) IT Infrastructure Branch - *with a request to update NIELIT website accordingly*

Copy also for kind information only: - The Director General, NIELIT