

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. NIELIT/HQ/TRG/04/2000 Vol. V | 324

19/07/2019

OFFICE MEMORANDUM

Reference is invited to NIELIT's OM No. NIELIT/HQ/MIS/03 (Vol. VII)/1186 dated 06/07/2016 vide which it was requested that all NIELIT employees who attend any training/ workshop/ seminar or go on a tour on behalf of the organization, shall share their experience with the team in the respective NIELIT Centre by organizing 2-3 hours' session, and the study/ literary material received during the training/ workshop/ seminar be kept in the library of the concerned Centre.

2. It is, however, observed that employees in NIELIT Headquarters failed to comply with the Office Memorandum.

3. Here, it may be appreciated that keeping the training/ study material at one place in the organisation will not only be beneficial for the rest of the employees for self-study purposes, the organisations would also thus stand to benefit in terms of creating a common resource pool of syllabi and content of various valuable training courses for future reference and use. Accordingly, all the regular employees in NIELIT Headquarters are once again requested to submit their study/ training material, as received during any training/ workshop/ seminar etc. attended on behalf of the organisation, on a prompt basis.

4. Further, all the employees who have attended any training/ workshop/ seminar, whatsoever, since 06/07/2016, are directed to submit their training/ study material in hard copy and/ or soft copy, as applicable, with the Establishment Section, P&A Wing for the records of this organisation.



(Hanak Raj)
Registrar

To

All the regular employees in NIELIT Headquarters

Copy to:

1. ✓ Webmaster, NIELIT - with a request to upload the OM on website
2. Notice Board

Copy only for kind information to:-

The Director General, NIELIT