

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(34)/2017-NIELIT/1195

October 09, 2019

OFFICE MEMORANDUM

It is observed that employees in NIELIT Headquarters and NIELIT Centres have started using/submitting their applications for various purposes in typed formats instead of using printouts of corresponding approved non-editable pdf forms and proformas provided on NIELIT's website. Such a practice has increased the workload in this office that now also entails, at the outset, matching the format of the application(s) under submission with the corresponding approved proforma(s).

2. It may be noted that all forms and proformas on NIELIT website have been deliberately kept in non-editable pdf format bearing hand-written date and version as footnote on the right-hand side. The same has been done so as to maintain consistency and sanctity in the proformas in use in NIELIT as a whole, and discourage the tendency to use their own typed formats among employees.

3. Employees in NIELIT Headquarters and NIELIT Centres are, therefore, requested to refrain from typing the formats of forms and proformas at their end in future, and stringently adhere to the proformas provided on NIELIT's website for official use.


(Janak Raj)
Registrar

To

All the regular employees in NIELIT Headquarters.

Copy to: -

1. Executive Director/Director/ Director-in charge, all NIELIT Centres
2. Head of Wings, NIELIT Headquarters
3. IT Wing, NIELIT Headquarters - *with a request to update NIELIT's website accordingly.*
4. Notice Board/Guard File

Copy also for information to: -

Staff Officer to the Director General, NIELIT