

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. NIELIT/HQ/Estt./84/14 (Vol. VIII)/1239

22/10/2019

**OFFICE MEMORANDUM**

It is observed that transfer orders are not executed promptly upon issue in terms of NIELIT's Office Memorandum No. NIELIT/HQ/Estt./84/14 Vol.III Pt./789 dated 06/05/2016 and instead the employee concerned tend to postpone executing the orders by representing their case for condonation/ revocation. As a result, the orders from the Headquarters lose their relevance and inviolability over time. This in turn conveys a poor message to the rest of the employees.

2. The Competent Authority has taken a solemn view on the matter. Accordingly, it is reiterated that the employees once transferred should be relieved within 10 (ten) days of issue of transfer/ posting orders. In case the center concerned finds it difficult to relieve such an employee, proper approval must be obtained from Competent Authority along with reasons to be recorded in writing towards justification. Further, all the concerned NIELIT Centers should submit Compliance Report within two weeks of issue of the transfer/ posting orders, without fail.
3. Non-adherence to the above instructions will be considered as non-compliance of the orders on the part of the concerned employee and the Executive Director/ Director/ Director Incharge of the concerned NIELIT Centre.
4. This issues with the approval of the Competent Authority.

  
(Janak Raj)  
Registrar

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres - *with a request to ensure stringent compliance of the above.*
- (2) All Head of Wings, NIELIT Headquarters

- (3) Respective P&A Wings and Finance Wings of the concerned NIELIT Centres.
- (4) ✓ Webmaster, NIELIT Headquarters – *for uploading on NIELIT website*
- (5) Guard File/ Office Order File

Copy for kind information to: -

- (1) The Staff Officer to the Director General, NIELIT

---

|                     |  |
|---------------------|--|
| केन्द्र :           | अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रोपड़, रांची, शिमला, शिलांग और श्रीनगर                        |
| विस्तार केन्द्र :   | अलावलपुर, पासीघाट, तेजू, सिलचर, डिब्रूगढ़, कोकराझार, जोरहाट, तेजपुर, जम्मू, लेह, सेनापति, चुराचंद्रपुर, तुरा, लुंगलेई, चुचुइमलांग, पाली और लखनऊ  |
| Centers :           | Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Patna, Ropar, Ranchi, Shimla, Shillong and Srinagar |
| Extension Centres : | Alawalpur, Pasighat, Teju, Silchar, Dibrugarh, Kokrajhar, Jorhat, Tejpur, Jammu, Leh, Senapati, Churachnadpur, Tura, Lunglei, Chuchuyimiang, Pali and Lucknow  |