

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref No: I-18013/3/2020-IT (E3546)/ ८१४

Date: 25.08.2023

Office Order


Subject: Implementation of e-Office in NIELIT Centres/Extension Centres –Reg

In reference to Office Order No. I-18013/3/2020-IT(E3546)/04 dated 02.01.2023 regarding "Launch of e-Office in NIELIT Centres/Extension Centres" wherein it is communicated to all the Executive Directors/Directors/DICs of NIELIT Centres/Extension Centres to adopt e-Office for enhanced transparency, increased accountability and ensure strict compliance to use eOffice w.e.f. 09.01.2023. However, it has been noticed that all the NIELIT Centres/Extension Centres are yet to fully implement e-Office and still files as well as proposals are being moved in offline mode.

2. As e-Office has been implemented throughout NIELIT, all the officials across NIELIT must strictly adhere to the instructions of using e-Office and no offline files/proposals shall be processed. Also, any file that are forwarded to NIELIT HQ must be forwarded through proper channel i.e. from e-Office account of Executive Directors/Directors/DICs of the respective Centre/Extension Center.

3. In view of above, Executive Directors/Directors/DICs should ensure strict compliance to use eOffice with immediate effect, and in case of any difficulty is being faced by concerned officers in operating e-Office, the concerned may contact the Nodal Officer of respective Centre. Nodal Officers may contact Sh. Bipin Bedi, STO, NIELIT HQ in case of any issues.

4. This issues with the approval of Competent Authority.


(Rajneesh Kumar Asthana)
Registrar

To:

1. Executive Director/Director/Director-Incharge, all NIELIT Centres.
2. All Officers/ Staff of NIELIT Centres/ Extension Centres
3. All Head of Wings, NIELIT HQ
4. IT&IS Wing, NIELIT HQ – for uploading on NIELIT Website

Copy for kind information to:

1. Director General, NIELIT
2. CVO, NIELIT