

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO/IEC 27001:2022 Certified Organisation)
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

File No.: NHQ-11012/4/2025-NIELIT(E-3159561)/ ५००

23rd June, 2025

CIRCULAR

Subject: Implementation of Standardised Format for Handing Over and Taking Over of Charge– reg.


It has been observed that currently there is no standardised format available for handing over and taking over of official charge when an employee is transferred either within NIELIT HQs/Centre or to/from HQs/Centre. This often leads to incomplete transfer of responsibilities, non-submission of important documents/items, and lack of clarity regarding the status of ongoing work, assets, and files.

2. In view of the above, the Competent Authority has approved a standardised format of the form for Handing Over and Taking Over, which shall be mandatorily used by all NIELIT Centres/Extension Centres/Attached Offices for all cases of transfer of charge.

3. All concerned are hereby directed to strictly adhere to the prescribed format during transfer/posting events and maintain a copy of the duly completed form in the respective service records for future reference.

4. The approved format is enclosed with this circular and shall come into force with immediate effect.

This issues with the approval of the competent authority.


(Dr. S.K. Dhurandher)
Registrar

To

- (1) All Executive Director/ Director/ Director-in-charge, all NIELIT Centres.
- (2) All Heads of the Wing, NIELIT Headquarters
- (3) IT&IS Wing, NIELIT HQs - for Uploading the form format of NIELIT Website
- (4) Official Language Section, NIELIT HQs- with a request to issue Hindi version of the above order
- (5) Guard File / Office order file

Copy for kind information to :

- i. Staff Officer to Director General, NIELIT
- ii. Chief Vigilance Officer, NIELIT



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Dated: _____

(Handing Over and Taking Over Note)

From Name: _____ Designation: _____	To Name: _____ Designation: _____
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In compliance to O.M/ Office Order No..... dated..... the following documents/ Files, etc. pertaining to _____ (Name of the official handing over), have been handed over to _____ (Name of the official taking over).

S.No.	Description	Qty	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Name & Signature (Handed over by)

Name & Signature(Taken over by)

Copy to (For Information):

- (i) Registrar/ Head Admin
- (ii) Store In-charge
- (iii) Establishment Section/Admin Section