

**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(66)/2016 - NIELIT /1671

30/08/2017

**OFFICE ORDER**

In order to shorten the length of the approval process and save time of the Director General being CEO of the organisation, in line with the principle of Management by exception, the undersigned sub-delegates part of his powers to Registrar (NIELIT) to the extent equivalent to the powers already approved in Delegation of Powers (DoP) of NIELIT for the Director-in-charge of a centre, based on analogy drawn between the pay scales of the Director-in-charge and Registrar, except for the powers contained at Sno. 26(i), 26(ii), 35(ii), 45 & 64(ii), in exercise of his power contained at Sl. No. 24 of DoP. However, the following powers of Director General, NIELIT will be exercised by the Registrar with the change, as mentioned against each: -

DOP Sl. No.	Sub Sl. No.	Subject Matter	Delegation of Power
7		Write-off irrecoverable loss of stores, furniture, material, equipment etc. due to theft, fraud or negligence of individuals	Full Powers where original value of each items does not exceeds Rs. 0.05 lakh. All cases to be reported to <u>Director General</u>
8		Write-off loss of stores, furniture, material, equipment etc. other than theft, fraud or negligence of individuals	Full Powers where original value of each items does not exceeds Rs.0.10 lakh. All cases to be reported to <u>Director General</u>
27		To submit Bid against Open Tender/ Limited Tender/ Single Tender in IECT projects/ Consultancy services and for other objectives of the Society	Full Powers. All such cases to be reported to <u>Director General</u>
36		Staff welfare expenses as per approved policy of HQs	Full Powers in respect of <u>employees of NIELIT Headquarters</u>
39	(i)	To admit sanction of reimbursement of expenses such as TA/DA, (Local & Foreign) LTC, Medical reimbursement, Children Education Allowance, Newspaper, Journals, Conveyance/ higher charges for official purposes, postage, telephone/ mobile etc. subject to NIELIT Rules	Full Powers in respect of <u>employees of NIELIT Headquarters</u>


राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था  
 An Autonomous Society under Ministry of Electronics and Information Technology  
 इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110 003  
 Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110 003  
 दूरभाष / Telephones - 011-24363330-1-2, 24366577-79-80 फैक्स/Fax - 011-24363335, 24363937  
 वेबसाइट/Website - www.nielit.gov.in



DOP Sl. No.	Sub Sl. No.	Subject Matter	Delegation of Power
55		Powers to engage persons purely on contract basis on consolidated remuneration	Full Powers for a period of one year for consolidated pay of Rs. 50,000 per month per person for NIELIT activities and Rs. 1.00 lakh per month per person for project activities. Transparent policy should be adopted.
66		EL & other kinds of leaves (CCS Leave Rules)	Full Powers except <u>self, Director General and all Head of Wings</u>
67		CL/ RH	Full Powers except <u>self, Director General and all Head of Wings</u>

2. In addition to the above, the release of statutory payments, such as ESIC, EPF, TDS, GST etc. shall also be approved at the level of Registrar.

3. The above-mentioned powers will be operative for matters at NIELIT HQ only.

  
 21/8/2018  
 (Rajiv Kumar)  
 Director General

Copy to : -

- (1) Executive Director/ Director/ Director-in-charge, NIELIT Centres
- (2) All HoWs in NIELIT Headquarters
- (3) IT Infrastructure Branch - *with a request to update NIELIT website accordingly*
- (4) Guard File/ Office Order File

Copy also for information to: -

- (1) CVO, NIELIT