

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.)**  
**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

F. No. 1(79)/2017-NIELIT/1669

30/08/2017

**OFFICE MEMORANDUM**

As you are all aware that NIELIT Headquarters with its office address presently at Electronics Niketan, CGO Complex, Lodhi Road, New Delhi - 110 003 is in the process of shifting from its present address to NIELIT Bhawan at Plot No. 3, Institutional Area, Sector - 08, Dwarka, New Delhi - 110 077. In this direction, a truck service has also been finalised to move various office material to the new office location.

2. The following is the schedule of shifting to be followed Wing/ location wise :-

S No	Location/Wing	Planning for Packaging and Shifting Activities	Shifting Process Initiation
1	NBCC	30 <sup>th</sup> August 2017	31 <sup>st</sup> August 2017
2	Annexe	30 <sup>th</sup> August 2017	31 <sup>st</sup> August 2017 and 1 <sup>st</sup> Sep 2017
3	Recreation Area	30 <sup>th</sup> August 2017	31 <sup>st</sup> August 2017 and 1 <sup>st</sup> Sep 2017
4	Administration	31 <sup>st</sup> August 2017	1 <sup>st</sup> Sep 2017
5	Finance	31 <sup>st</sup> August 2017	1 <sup>st</sup> Sep 2017
6	Examination	31 <sup>st</sup> August 2017	1 <sup>st</sup> Sep 2017

3. The modus operandi during the shifting shall be as follows: -

A. Priority of material to shift shall be in the order: -

- i. Computers, peripherals and Electronics Equipments.
- ii. Running Files
- iii. All other files and documents
- iv. Other Electrical equipments and appliances
- v. Serviceable and essential furniture
- vi. Rest furniture based upon evaluation

B. Regarding packaging of running files, packaging materials may be issued from store

C. Truck service may be available w.e.f. 30th August 2017.

4. The broad floor-wise office space allocation plan at NIELIT Bhawan shall be as under: -

**Ground Floor:**

Wing	Room No	Remarks
A	001	Discussion room for visitors
A	004 & 005	Technical Wing
A	Partitioning near 004 & 005	Dak Section
A		Reception
B	010A	Building Maintenance Section
B		Canteen

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

**First Floor :**

Wing	Room No	Remarks
A	101	DG's Room
A	102	DG's Secretariat
A	103	DG's visitors Room
Wing	Room No	Remarks
A	104	VC Room
B	106	Meeting Hall
B	107	Registrar's Staff (PS & Confidential)
B	108	CFO and his Staff
B	109	Registrar

**Second Floor :**

Wing	Room No	Remarks
A	201	Technical Wing
A	202	Technical Wing
A	203	VC Room
B	204	Administration( Pers.)
B	205	Medical/Emergency Room
B	206	3 officers of the designation of Assistant Director and above
B	207	3 officers of the designation of Assistant Director and above

**Third Floor :**

Wing	Room No	Remarks
A	301& 303	Technical Wing
A	302	Server Room
B	305 & 306	Finance Wing
B	307 & 308	Administration, Vigilance, Legal, RTI, Procurement

**Fourth Floor :**

Wing	Room No	Remarks
A	401	Digital Library
A	402	Library
A	403	Strong Room
A	404	Examination Section
A	405	Controller of Examinations
B	407	Corporate Training Room
B	408 & 410	Examinations
B	409	Examinations Store
B	411	Corporate Training Office

5. If there is compulsory change of residence solely due to the shifting of NIELIT Headquarters to Dwarka, the concerned employees shall be entitled to Travelling Allowance on transfer as per applicable Rules, subject to receipt of claim along with original receipts/ invoices in support.

6. This issues with the approval of the Competent Authority.

  
(Janak Raj)  
Registrar

To All Regular Employees of NIELIT Headquarters

Copy to: -

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

Copy only for kind information to: -

Staff Officer to Director General, NIELIT