

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. DOEACC/CCU/MIS/35/05 (Vol. II)/134

29/01/2020

OFFICE MEMORANDUM

Despite directions issued in this regard from time to time, it is observed that NIELIT Center(s) continue to maintain service records of S&T employees with the functional designation, wherever applicable, instead of the post actually held. The functional designation is being widely indicated in all service matters of the employees without the permanent post held mentioned alongside, resulting into **extensive use of the functional designations (only) across personnel & administrative records at the risk of solemn obscurity of the post actually held** by the concerned. Not to mention, functional designation once granted is being used even subsequent upon change in one's duties and responsibilities. At last but never the least, incidences have also come to notice where functional designations are being used without proper authority, subsequent upon promotion to next higher grade purely on assumption basis, whereas the competent authority to grant functional designation rests only with the Director General, NIELIT in terms of NIELIT's DoP's Sl No. 18 read with Rule 2.2 [Chapter II : Functional Designation] of NIELIT's Service Rules.

2. It is, therefore, felt important to reiterate that **functional designation is barely a "temporary" nomenclature/ pseudo-designation granted to the employees for the purpose of operational ease**, including effective representation before third parties; whereas, the employee continues to actually hold the permanent post appointed/promoted on as per one's appointment letter/ promotion order, as the case may be.

3. Accordingly, the following is also once again reiterated as regards usage of functional designation in NIELIT, as also communicated earlier vide OMs of even numbers dated 06/07/2018 and 23/10/2018, respectively: -

- (i) The service records of the employees should be maintained with the permanent post held, and not by the functional designation.
- (ii) All NIELIT Centres should always indicate the permanent post held by their employees in all their formal communications to NIELIT Headquarters/ other NIELIT Centres as regards respective service matters, and functional designation, if any, may be indicated optionally.
- (iii) All the NIELIT employees should also mention the permanent post held (*as per offer of appointment/ promotion order*) in their communications to the office regarding service matters, and functional designation, if any, may be indicated optionally, to suit one's discretion.

- (iv) Functional designation is in practice for the purpose of operational ease only, so as to enable the incumbent to carry out one's assigned duties and responsibilities more efficiently and effectively. Functional designation, therefore, may become redundant over time with extensive changes of one's duties and responsibilities. Accordingly, functional designation should *suo moto* cease to exist as soon as the job role of the employee undergoes a change consequent upon transfer to another station. Fresh proposal for grant of functional designation may be forwarded to NIELIT Headquarters if need is felt to have a functional designation.
 - (v) Functional designations should be used only with proper sanction of the Director General, NIELIT, being the Competent Authority.
 - (vi) NIELIT Centres should forward their recommendation for grant of functional designation to any of their employees only along with proper justification in the light of spirit of the practice.
4. All NIELIT Centres are requested to strictly adhere to the above-mentioned guidelines in future.


 (Janak Raj)
 Registrar

Copy to: -

- (1) Executive Director/ Director/ Director Incharge, NIELIT Centers - *with a request to ensure strict adherence to the guidelines by all concerned at NIELIT Centres*
- (2) All Head of Wings, NIELIT Headquarters
- (3) All the employees of NIELIT Headquarters - *for information and future compliance*
- (4) Webmaster, NIELIT Headquarters - *with a request to update NIELIT website accordingly*

Copy for information only: -

The Staff Officer to The Director General, NIELIT