

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: I-18013/3/2020-IT (E3546)/04

Date: 02.01.2023

Office Order

**Subject: Launch of e-Office in NIELIT Centres/Extension Centres -Reg**

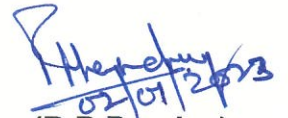
This is for information to all Officers and Staff of NIELIT Centres/Extension Centres that e-Office is an online application developed by National Informatics Centre under Ministry of Electronics and Information Technology (MeitY), Government of India, to carry out our office work electronically. The application is designed with an objective to establish a paperless environment in Government Offices, increases efficiency, transparency, effectiveness, convenience and accountability.

2. It is expected that adoption of e-Office would benefit us in terms of enhanced transparency, increased accountability, assured data security and integrity. e-Office is expected to be a huge transformation in work culture and ethics within the organization.

3. In view of above, Competent Authority, NIELIT has decided to implement e-Office at NIELIT Centres/Extension centres and each Officer/Staff working in Centres of NIELIT should use eOffice to route their files. Accordingly, new e-Office accounts of employees of NIELIT Centres/Extension Centres have already been created as per the details received from Nodal Officers of respective Centre and operational training on e-Office has been imparted to Nodal Officers of respective Centres in Nov'2022 and Dec'2022.

4. All concerned officers should ensure strict compliance to use eOffice w.e.f. 09.01.2023. In case of any difficulty faced by concerned officers in operating e-Office may contact the Nodal Officer of your Centre or Sh. Bipin Bedi, STO, NIELIT HQ/Sh.Vikas Mittal, Sc-'D', NIELIT HQ.

5. This issues with the approval of Competent Authority.

  
(R.P.Pandey)  
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

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केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रोपड़, रांची, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, पासीघाट, तेजू, सिलचर, डिब्रूगढ़, कोकराझार, जोरहाट, तेजपुर, जम्मू, लेह, सेनापति, चुराचंद्रपुर, तुरा, लुंगलेई, चुचुइमलांग, पाली और लखनऊ
Centers :	Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Patna, Ropar, Ranchi, Shimla, Shillong and Srinagar
Extension Centres :	Alawalpur, Pasighat, Teju, Silchar, Dibrugarh, Kokrajhar, Jorhat, Tejpur, Jammu, Leh, Senapati, Churachnadpur, Tura, Lunglei, Chuchuyimlang, Pali and Lucknow