

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

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OFFICE MEMORANDUM

It is observed that upon transfer to new station, regular employees in NIELIT, along with concerned NIELIT Center(s), continue to use functional designation granted at the old station, wherever applicable, on carry forward basis.

2. Whereas, functional designation is essentially a "temporary" nomenclature/ pseudo-designation granted to the employee, on requirement/ request basis, purely for the sake of ease of identification across the organisation in sync with the job responsibilities rendered, as well as, effective representation among third parties.

3. Further, as functional designation is granted to an employee in view of duties and responsibilities assigned, it *suo moto* ceases to exist as soon as the job profile of the employee undergoes a change due to any reason, whatsoever, be it by way of inter-wing transfer posting or transfer to another station/ NIELIT Center or otherwise.

4. All NIELIT Centers are, therefore, once again requested to ensure discontinuance of any functional designation granted to an employee, whether transferred from another NIELIT Center or in case of having assigned different job responsibilities at the same office. If need is felt to re-assign functional designation *w.r.t.* the new job role, the same may be applied for afresh based on the requirement of the new job profile.


(Janak Raj)
Registrar

To

1. All Executive Director/ Director/ Director Incharge, NIELIT Centers
2. All Head of Wings, NIELIT Headquarters
3. ✓ Webmaster, NIELIT - *with a request to update website accordingly*
4. Office Order/ Guard File

Copy for information only: -

1. CVO, NIELIT
2. Staff Officer to the Director General