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# ITI LIMITED

( A Government of India Undertaking)



**Total Solutions for Global Communications** 





## ITI inks MoU with Department of Telecommunications

TI Limited has signed an MoU with Department of Telecommunications, Ministry of Communication & IT, Government of India for the year 2016-17. Shri J S Deepak, Secretary, Department of Telecommunications and Shri P K Gupta, Chairman and Managing Director, ITI Limited signed the Memorandum of Understanding and exchanged the MoU on November 07, 2016. The MoU envisages ITI's significant role in the field of Telecommunications to pursue



opportunities of indigenous telecom equipments, viz. GPON manufacturing with indigenous technology (C-DoT) which is arising out of Government's National Telecom Policy, Digital India and Make in India campaign. ITI will be playing pivotal role in the Government of India funded projects of National importance like National Optical Fiber Network (NOFN), Network for Spectrum (NFS) and Encryption projects of Ministry of Defence also.

#### ITI launches TAG-ITI Mobile Wallet Application Service

TI Ltd, the pioneer Telecommunication Equipment Manufacturing Company of Independent India is committed to the 'Digital India' initiative of Government of India, has launched 'MERA MOBILE - MERA BANK' a 'TAG-ITI Mobile Wallet' Application Service to provide 'Secure Cashless Transactions' to the Nation. It is a boon to the digital transactions while the country is on transition from cash to less cashintensive economy and cashless solutions at fingertips.

TAG-ITI Wallet is indigenously developed by ITI in collaboration with M/s Transaction Analysts (TA) who has the license from Technology partner M/s Transaction Analysts, a RBI licensed Payment Systems Operator, UIDAI licensed AUA operator and Certification Agency for National Payment Corporation of India to provide Mobile Wallet



Application Service. The service solutions offered on Software as a Service (SaaS) model. TAG-ITI wallet works with all smart phones also with feature phones in assisted mode with OTP support. All the transactions are executed and monitored through ITI's Data Center in Bangalore Plant. TAG-ITI Mobile Wallet service provides a totally secure Cashless Payment Service in line with Prime Minister of India's dream for a Cashless Society and will significantly increase digital transactions in the country.

TAG-ITI Mobile Wallet App is available on Google Play Store, can be Downloaded with the link: <a href="https://play.google.com/store/apps/details?id=com.ta.wallet.ebatwa.dop">https://play.google.com/store/apps/details?id=com.ta.wallet.ebatwa.dop</a>

TAG-ITI Wallet has unique features and supports the user with dedicated Call Center/ Help desk. Toll Free No. of ITI Call Center/ Help desk: 18004258177



The TAG-ITI Wallet has unique features:

#### **Customer Wallet Features:**

Zero Load Money Charges - No charges levied on money loaded through Payment Gateway;

TPIN (Transaction PIN) functionality - Option to secure all financial transactions above Rs 2000/- by a T-Pin for increased security;

Upgrade Wallet using Aadhaar OTP - User with Aadhaar Card and linked email id can upgrade to High KYC;

Registration using Aadhaar authentication - User without phone can register through Aadhaar Card using Biometric authentication.



#### **Agent Wallet Features:**

FP Aadhaar Registration - Feature phone users can be registered by scanning their Aadhaar Card QR code;

Pull Money using Aadhaar - The agent/ merchant can pull money from customer without phone using Aadhaar Card authentication; Pull Money using Mobile Number - The agent/ merchant can pull money from any customer by entering OTP coming on customer smart phone / feature phone;

FP User Balance Enquiry - The agent can provide wallet balance to the feature phone user (through OTP) and the user without phone (by email after Aadhaar Biometric authentication).

TAG-ITI Mobile Wallet has the features of Intuitive; User-friendly user interface for Android phones; Works on Smart phones and Smartcards; Immediate Payment Service (IMPS) and enables transactions to be done 24x7; Cashless payment of Utility bills, Mobile recharges, Flight Tickets, Train Tickets, Bus tickets etc.; Cashless transfer to another Customer account (Push or Pull); Efficient Alert mechanisms, email and SMS alerts, Merchant Pay enabling cashless sale/purchase, Extensive Reporting, Ease of Installation, Operation and Configuration and Data encrypted at all levels.

Unique Selling Points of TAG-ITI are Complete Usability covering feature phone users; OTP based 'Pull Money' can be initiated by Merchant for feature phone users; Feature phone users upon request, can get upgraded to 'Smart', Customer can request for upgrade to 'Agent/ Merchant' wallet; Wallet based Aadhaar mobile update services; Wallet based Aadhaar cash disbursement services; Wallet upgrade to Full KYC supported; ITI Call Center support.

# ITI Pledges for 'Swachh Bharat Pakhwara 2016'

TI team pledged for 'Swachh Bharat Pakhwara 2016' as a step towards cleanliness from November 1 to 15, 2016 under 'Swachh Bharat Mission 2016' in line with the call given by Hon'ble Prime Minister to achieve total sanitation and cleanliness by 2<sup>nd</sup> October 2019.

Observing Swachhta Pakhwara in a meaningful manner in ITI, Shri P K Gupta, CMD administered the Swachhta pledge to all the employees on November 9, 2016 at Corporate Office and urged each and every employee to keep the office, premises,







township area hygienically clean on daily basis beyond the Swachhta Pakhwara. All Plant Heads and Regional Office Heads administered the Swachhta pledge in their respective Plants and Regional Offices. At Corporate Office, across all Manufacturing Plants and Regional Offices of ITI, Senior Officers, Employees participated in Swachhta initiative by cleaning the office, surrounding premises, canteen, township, guest house, hospitals, ITI Schools, parks, gardens, officers club, parking yards of ITI. Banners with slogans depicting the message 'Swachhta Mission 2016' were displayed.

As a part of National campaign of Government of India, on November 14, 2016 a mass cleanliness movement - A special

cleanliness drive was organized jointly by ITI Corporate Office and Bangalore plant to create an awareness of cleanliness among the employees as well as general public at Krishnarajapuram Vegetable market in the vicinity of Corporate Office and Bangalore plant. In a step towards ensuring cleanliness, Shri P K Gupta, CMD addressed the gathering and volunteers, stressed the importance of cleanliness on regular basis at workplace, surrounding locality, premises to have hygienic, healthy living and holistic approach. He spearheaded the cleanliness drive, initiated an elaborate programme to spread the message of cleanliness and launched the Swachhta activities along with Shri Y Muralidhar, AGM-BGP, Unit Head.



Shri P K Gupta, CMD, Dr. Janaki Ananthakrishnan, Director (Finance), Shri K Alagesan, Director (Production), Shri Y Muralidhar, AGM-BGP, Senior Officers, Representatives of Officers Association, ITI Employees Union and employees actively participated in the cleanliness drive by removing dirt, cleaning the garbage at Krishnarajapuram Vegetable market, surrounding areas and spread the message of cleanliness.



Swachhta Pakhwara was observed at Mankapur plant from 1<sup>st</sup> to 15<sup>th</sup> November 2016. Shri A K Bajoria, AGM-MKP, Unit Head administered the Swachhta pledge to all Senior Officers and Employees. Unit Head, Senior Officers and all the employees took active part in the cleanliness drive by cleaning in and out of the office premises, shop floors, canteen, school premises, township and surrounding areas.



# ITI participates in 2<sup>nd</sup> BRICS Communications Ministers Meeting



Shri Manoj Sinha, Hon'ble Minister of State for Communication & IT and delegates from BRICS Nations seen along with ITI Team

Atwo-day 2<sup>nd</sup> BRICS Communications Ministers Meeting and Exhibition was hosted by Department of Tele communications to discuss ways to improve collaboration in the field of digital economy, future communications, mobile technology at JW Marriott Hotel, Bengaluru on 10<sup>th</sup> and 11<sup>th</sup> November 2016. Shri Manoj Sinha, Hon'ble Minister of State for Communication & IT chaired the BRICS meeting.

The focus of the meeting was to display some of the best technologies available across BRICS nations to address BRICS countries development challenges.

ITI showcased ICT Products and Services to the visiting delegates from Brazil, Russia, China and South Africa under the 'Make in India' and 'Digital India' initiatives of Government of India. ITI products viz. Encryptors (Terminal End Secrecy Device, IP Encryptors), Electronic Voting Machine, BBWT, HDPE pipe, IOT Products, ONT were showcased in the pavilion. Shri J S Deepak, Secretary, DoT, Shri N Shivasailam, Addl Secretary, DoT, CMD, BSNL, Senior Officers from CDOT, BRICS members and other dignitaries greatly appreciated ITI products displayed at the pavilion.



Shri N Sivasailam, Addl Secretary, DoT seen along with Shri K Alagesan, Director (Production) and Dr Jyoti Kaul, AGM-Marketing

# **Executive Director, Canara Bank visits ITI Data Center**



Shri Harideesh Kumar B, Executive Director, Canara Bank along with his team from Canara Bank Head Office visited ITI Data Center and inaugurated their Near Disaster Recovery (NDR) Center at Data Center, ITI, Bangalore on 29<sup>th</sup> November 2016. He explored all the sections of the Data Center operations of Canara Bank at ITI and expressed his contentedness on 100% uptime provided by ITI Data Center and

appreciated the idea of ITI's plan to build its own 1200 Racks Data Center in the near future.





ITI has set up a Data center in collaboration with Trimax Data Center Services Ltd to provide customer-centric services of centralized IT operations to Government organizations and corporate entities, at its premises in Bangalore plant. ITI Data Center has a next generation technology fully equipped with excellent facilities and aims to provide value-added services along with traditional data center services to both Government and Private sector.

ITI Data Center, being the India's first data center on Public Private Partnership (PPP) model. Data Center has Tier-III plus state-of-the-art facility with an edge over other Data Centers having a stable and safeguarded infrastructure, high level of security, carrier neutrality, redundant availability of power. It is also, a Green data center with conscious focus on adopting precision controlled environment friendly technologies, fully geared to support multi density racks with power requirements ranging from 4 KVA up to 14 KVA per rack and 24x7 support services.

ITI Data Center is leveraging on its strategic alliances with BSNL, CISCO, Microsoft and focusing on helping enterprises to reduce the Total Cost of Ownership and deliver excellent customer service. ITI's prestigious customers include Canara Bank, Canara Regional Rural Bank, IBM, CRPF, IOCL, L&T Insurance, BBNL, HIL, Muthoot Finance, Mazagaon Dock Ltd. ITI is in the process of setting up of new data center operations by building a Tier III 1000 racks Data Center at Bangalore plant and 200 racks Data Center at Naini plant.

## **ITI Observes Vigilance Awareness week 2016**

Vigilance Awareness Week 2016 was observed in Corporate Office and across ITI plants from 31<sup>st</sup> October 2016 to 5<sup>th</sup> November 2016. The theme, 'Public Participation in Promoting and Eradicating Corruption', is in the direction to affirm the commitment of public servants to continue their strive to bring about integrity and transparency in all spheres of activities and to work unstintingly for eradication of corruption.





Shri P K Gupta, CMD, ITI administered the oath and 'Integrity pledge' to all Senior Officers and Employees at Corporate Office, on November 2, 2016. Company Website displayed Integrity Pledge during the week and broadcasted to all mail-users of the company. To create awareness, Preventive vigilance handouts were circulated to all the employees and visitors in the Office by Corporate Vigilance department. Essay writing competition was organized on the

theme.

At Bangalore plant, Shri Y Muralidhar, AGM-BG & R&D, Unit Head administered the oath and 'Integrity Pledge' to all the senior officers and employees. In order to create awareness among employees, an automated voice message was programmed in the Telephone Exchange, which facilitated to announce Vigilance Slogans. Banners depicting the theme were displayed in the prominent places in the factory premises. Essay writing competition was held on the CVC theme. On behalf of the organization 'Integrity Pledge' was taken on CVC website and the Vigilance personnel not only took E-Pledge and encouraged others to take the same.



At ITI Central School, for CBSE students of IX and X standard, Essay writing competition was conducted by Bangalore plant Vigilance department on the CVC theme. More than 250 students participated in the competition, which was held on November 3, 2016.

The vigilance awareness week concluded with a valedictory function organized at R&D Conference Hall, ITI Bangalore on November 5, 2016. The function was presided by Shri A Gnanasekaran, Chief Vigilance Officer, Dr. Janaki Ananthakrishnan, Director (Finance), Shri K Alagesan, Director (Production). Shri A Gnanasekaran in his keynote address mentioned "about the supportive role of vigilance department in the organization, urged every officer to be vigilant while taking decision. He also emphasized the importance of preventive vigilance in preventing corruption in the organization." Dr. Janaki Ananthakrishnan, Director (Finance) in her address "urged the officers not to tolerate passive corruption and to stand up against the evil of passive corruption in the society as well as in the Company." Shri K Alagesan, Director (Production) in his address stated "that officers while taking decisions should consider the role of Vigilance Wings positively to bring efficiency in their work." Shri S S Chakrabarti, GM-NS Unit, Shri Y Muralidhar, AGM-BG & R&D, Senior officers, Employees of Corporate Office, Bangalore plant and NS Unit attended the function. CVC's message was read by Shri S Agadi, CMR-V, BGP. Shri A Gnanasekaran, Chief Vigilance Officer released a booklet on awareness on works, goods and services during the function. Cash awards and certificates were distributed to the winners of the competitions.





From (L to R): Shri Subhasis Som, DGM-V, Shri S S krishnan, Director (Finance), Shri A Gnanasekaran, CVO, Shri K Alagesan, Director (Production) seen at the release of booklet on "awareness on works".

At Mankapur plant, Shri A K Mandal, DGM-CS, Chakrabarti, GM, NS Unit, Dr. Janaki Anantha Officiating Unit Head administered 'Integrity Pledge' to Senior Officers and Employees.

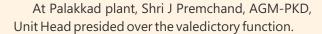


Shri M S Gopalakrishna, DGM-I&S, Shri S S Chakrabarti, GM, NS Unit, Dr. Janaki Ananthakrishnan, Director (Finance), Shri A Gnanasekaran, CVO, Shri K Alagesan, Director (Production) and Shri Y Muralidhar, AGM-BG & R&D seen with ITI CBSE School Students and Teachers at the valedictory function.











At Naini plant, Shri Pradeep Pande, GM-N, Unit Head administered the pledge to Senior Officers and Employees and urged all to adopt transparency in the work with responsibility.

#### **ITI Pledges for National Integration Week**



Quami Ekta Week was observed in ITI Corporate Office, across ITI Plants and Regional Offices on November 19, 2016 to November 25, 2016. Shri P K Gupta, CMD, ITI administered the "National Integration Pledge" to all the employees at Corporate Office on November 19, 2016. All Unit Heads and Regional Office Heads administered the National Integration pledge to all the employees at the respective Units/Plants and Regional Offices.

Quami Ekta Week 2016 was observed at Mankapur plant from 19<sup>th</sup> to 25<sup>th</sup> November 2016. Shri A K Bajoria, AGM-MKP, Unit Head took National Integration Pledge with Senior Officers and employees took oath on 25.11.2016 and stressed all to preserve Communal harmony.



# **ITI celebrates Constitution Day**



Corporate Office on November 25, 2016 to pay tribute to Dr B R Ambedkar for his pivotal role in drafting and framing the constitution of India. On this day in 1949, the Constituent Assembly of India adopted the Constitution of India, and it came into effect on 26 January 1950 marking the beginning of a new era in the history of India.



The function was presided by Shri P K Gupta, CMD, ITI and attended by the employees, wherein he read out the "Preamble to the Constitution of India." In his keynote address to

the gathering shared the importance of the constitution, facts about the world's lengthiest written constitution of any independent country.

भारत सरकार के निर्देशानुसार, आईटीआई लिमिटेड, रायबरेली में दिनांक 26.11.2016 को संविधान दिवस मनाया गया जिसमें इकाई प्रमुख श्री कृष्णा प्रसाद मुख्य अतिथि के रूप में उपस्थित थे। इस अवसर पर संयुक्त फोरम के पदाधिकारी श्री नागेन्द्र तिवारी, कार्यवाहक अध्यक्ष श्रमिक संघ एवं श्री डी.आर.सिंह, उपाध्यक्ष मजद्र संघ ने भारतीय संविधान में डा. भीमराव अम्बेडकर के व्यक्तित्व और कृतित्व पर प्रकाश डाला । अधिकारी संघ के महासचिव, श्री रामानन्द त्रिवेदी एवं एससीएसटी संघ के अध्यक्ष



श्री रामसजीवन त्यागी, महामंत्री श्रमिक संघ के श्री रमेश सिंह एवं श्री जे.पी. शुक्ला ने बाबा साहब के संविधान के प्रति समर्पित जीवन पर प्रकाश डाला ।

# DDG (SU) visits ITI Raebareli



Shri R M Agarwal, DDG (SU) visited ITI Raebareli plant on December 12, 2016 to review the overall progress of the GPON project. Shri K Alagesan, Director (Production), Shri Pradeep Pande, GM-N, Shri R Krishnaprasad, AGM-RB, Unit Head, Senior Officers, Representatives of Officers Association, ITI Karmachari Sangh,

Employees were present on the occasion. Shri R M Agarwal, DDG (SU) was appraised on the latest status of Component store, SMT assembly and testing facilities of GPON project and taken around GPON assembly and Testing area of the plant.

Shri R M Agarwal addressed the officers working on the GPON project and stressed "on the timely completion of allotted work to ITI, which will help in building the nation through Digital India initiative of GoI. He urged all to gear up and accomplish the project as per the schedule. He emphasized that everyone should focus on revival projects allotted by DoT, and GPON to be given top most priority and projects viz. Augmentation of HDPE Pipe expansion, OFC & Li-ION batteries production is to be taken care in similar way." Shri K Alagesan, Director (Production) in his address stressed all to "work hard and to put extra efforts for completion of assigned work of respective departments viz. PPM, assembly, testing and other service departments."





#### **ITI observes National Energy Conservation Day**

ational Energy Conservation Day 2016 was observed at ITI Mankapur plant on December 14, 2016 at Employee Development Center Auditorium. Shri A K Bajoria, AGM-MKP, Unit Head inaugurated the programme by lighting the lamp in the presence of Senior Officers, Employees, Officers Association, ITI Karmachari Sangh, Students and Teachers of ITI School. Unit



Head's message on the occasion 'with the goal to save 2 units of energy a day by all individual effort' was circulated to all employees.



Shri A K Bajoria, AGM-MKP, Unit Head urged all that "means of energy conservation is using less energy by avoiding the unnecessary uses of energy. Energy conservation should be practiced by every human being at work place and at home to get more effect towards the plan of energy conservation." Shri A K Mandal, DGM-CS stated "For sustainable development in human life, it is essential to use natural resources and water judiciously." Representatives of Karmchari Sangh and Officer Association stressed all "to save energy in the interest of the individual as well as

the Nation." Plant Electrical department conducted Essay and Slogan writing competitions for the employees and students of ITI School. Unit Head distributed prizes to the winners of competitions during the valedictory function.

# ITI Celebrates 61<sup>st</sup> Kannada Rajyotsava

TI employees celebrated 61<sup>st</sup> Karnataka Rajyotsava marking the Foundation Day of the State of Karnataka with great enthusiasm and fervor at the Bangalore plant on November 25, 2016. It was indeed a moment of pride and admiration for all which reflects the sentiments of the Kannadigas. On November 1, 1956 all the Kannada-language speaking regions of South India were unified to form a State and was named 'Mysore', which was that of the erstwhile princely state which formed the core of the new entity which was renamed as 'Karnataka' during 1973. It is day to remember and celebrate the great contributions in the field of art, culture, literature, science, history and sports of the State. Shri Aluru Venkata Rao, Shri K Shivaram Karanth, Shri Kuvempu, Shri Masti Venkatesha

Iyengar, Shri A N Krishna Rao and Shri B M Srikantaiah immensely contributed to the formation of State of Karnataka. On this occasion, rich tributes were paid to the state founders and contributors to the formation of the State and conserving the distinct art and culture, diverse linguistic and religious ethnicity.





Shri P K Gupta, CMD, Dr. Janaki Ananthakrishnan, Director (Finance), Shri K Alagesan, Director (Production), Guests of Honor and distinguished guests were present at the event to pay tribute to the founders of the State and shared their joy of expression. The event witnessed a series of cultural programs including

dances and songs performed by ITI School students and employees. On the occasion, all the dignitaries and guests were felicitated with 'Mysore Peta' by Employees Union and Officers Association, who further shared their expressions for the State formation and the contributions that ITI has made in the lives of people across the State.

#### In-House Training program for ISO 9001:2015 at ITI Mankapur



Live days in-house training program for migration of ISO from ISO 9001:2008 to ISO 9001:2015 was organized by NVT Quality Certification, Bangalore and 1<sup>st</sup> Surveillance Audit of ISO 9001:2015 was organized at ITI, Mankapur plant from 15<sup>th</sup> November 2016 to 19<sup>th</sup> November 2016. Around 20 internal auditees from various

departments attended the training program conducted by Shri Vijay Mathur, Lead

Auditor NVT, QC Bangalore. Internal Audit process focused on the introduction of new terminology, restructuring some of the information, an emphasis on risk-based thinking to enhance the application of the process approach, improved applicability for services and increased leadership requirements. At Mankapur plant, ISO 9001:2008 Certificate is valid up to September 2018. As per the ISO 9001 standards it is mandatory for all organizations to transit from ISO 9001:2008 to ISO 9001:2015 before the



validity of the certificate expires. Mankapur plant has done the restructuring of the important documents, information and procedures as per the ISO 9001:2015 norms within a short period of time and NVT-QC has approved Audit report and recommended ITI Mankapur plant for ISO 9001:2015 Certification on December 1, 2016.

# ITI Palakkad, successfully completes Aadhaar Seeding project



Palakkad plant has successfully completed the Aadhaar Seeding project awarded by Kerala State Government for updating the NPR Database with Aadhaar Number for a total population of 3.4 Crore. The O/o RGI had entrusted the work of seeding the Aadhaar number in NPR database to the State Governments and Kerala State Government had awarded this NPR Aadhaar work to ITI Palakkad for seeding of Aadhaar number and Data verification in NPR database.

Under Marine Fisheries Identity Cards (MFID) project, Palakkad has completed data digitization for around 7.6 Lakh population and supplied almost 5.1 lakh Smart Identity Cards to Marine Fishermen of respective States of Kerala, Maharashtra, Goa, Lakshadweep and West Bengal. In addition, supplied 1714 numbers of Biometric Smart Card Readers for reading the Smart Identity Cards and checking the authentication of identity of the fishermen. The scope of MFID project of Department of Animal Husbandry, Dairy and Fisheries includes data digitization and







biometric enrollment, followed by issuance of Smart Identity Cards to the Marine Fishermen of India. Palakkad plant has organized the collection of database, finger print, digital signature, photo and personal details of the Marine Fishers at the identified Landing centers of the project sites by camp approach. The data captured as part of enrollment subjected to de-duplication check prior to the manufacturing of Smart Cards to avoid data duplication and stored in a chip, which can be retrieved with the help of a Biometric Smart Card Reader for authentication.

## ITI Palakkad forays into manufacturing of Smart Energy Meter



Palakkad plant has signed an MoU with Centre for Development of Advanced Computing (CDAC), Thiruvanathapuram for the Transfer of Technology and Manufacturing of Smart Energy Meter for Indian Power Network conforming to the technical specifications outlined for Advance Metering Infrastructure. Shri J Premchand, AGM-PKD, Unit Head received a prototype of the AMI - Smart Energy Meter from CDAC Team. The preliminary activities for productionisation of the pilot batch are in progress.

## हम इतना तो कर सकते हैं......

- · हिंदी में हस्ताक्षर करें ।
- हिंदी पत्रों का उत्तर हिंदी में ही दें।
- हिंदी में कार्यसाधक ज्ञान प्राप्त करें।
- · हिंदी भाषी राज्यों को भेजे जाने वाले लिफाफे पर पते हिंदी में लिखें।
- परिपत्र, प्रशासनिक रिपोर्ट, प्रेस विज्ञिप्त, करार, निविदा
   प्रपत्र, निविदा सूचना को अनिवार्य रुप से हिंदी और अंग्रेजी
   दोनों भाषाओं में जारी करें।
- · मुलाकाती कार्ड, रबर स्टाम्प, नाम पट्ट, पत्रशीर्ष दोनों भाषाओं(हिंदी और अंग्रेजी) में बनवाएं और उसका प्रयोग करें।
- · विभाग के सभी कम्प्यूटरों पर बहुभाषी शब्द संसाधक यूनिकोड लोड करें ।

- फाइल कबर, स्टेशनरी आदि पर कंपनी/ कार्यालय का नाम दिवभाषी में ही दें।
- · हिंदी में हस्ताक्षरित अंग्रेजी के पत्रों का उत्तर भी हिंदी में ही दें।
- हिंदी प्रतियोगिताओं में भाग लें।
- · हिंदी पुस्तकालय की पुस्तकों, समाचार पत्र व पत्रिकाओं का लाभ उठाएं।
- · प्रशासनिक शब्दों की सहायता से छोटी-छोटी टिप्पणियाँ लिखने का प्रयास करें ।
- फाइलों के ऊपर विषय हिंदी-अंग्रेजी में लिखें।
- · अपने साथियों को हिंदी में काम करने की प्रेरणा दें। राजभाषा विभाग, निगमित कार्यालय

#### Dear Readers,

We welcome contributions from all our readers and well wishers. Only those contributions that add value to the publication will be accepted. We reserve the right to edit and not to publish the items submitted to us.



Please write to doorvani\_crp@itiltd.co.in for sharing your comments & suggestions.

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