

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

F. No. 1(37)/2010-DOEACC Soc. / 2044

02/11/2017

OFFICE MEMORANDUM

It has been observed that employees in NIELIT Headquarters tend to proceed on leave without obtaining explicit sanction/ sanction (leave) order from this office even when availing pre-meditated kinds of leave, such as Earned Leave, Child Care Leave and Restricted Holidays. Several instances have also come to cognizance of this office where employees have applied for Earned Leave post-facto, i.e. after returning from the leave applied for. Further, it is also observed that in several cases, the applications for leave, excluding Casual Leaves, Commuted Leaves due to medical reasons and Earned Leaves on medical basis, are applied for on a very short notice. A solemn view has been taken on the matter as it is neither healthy for the office decorum nor in line with established CCS (Leave) Rules and CCS(Conduct) Rules and guidelines prescribed for Government servants.

2. In view of above, it has been decided that henceforth no employee in NIELIT Headquarters will proceed on leave without proper sanction order from this office for the same, failing which the employee shall be liable for disciplinary action as per applicable Rules. In order to ensure issue of proper sanction order in a timely manner, employees will stringently adhere to prescribed notice period for applying for the following kinds of leave, as mentioned against each: -

Sno.	Nature of Leave	Notice Period
1.	Earned Leave/ Half Pay Leave	15 working days
2.	Child Care Leave	15 working days
3.	Restricted Holiday	07 working days

Where working days shall stand for number of working days in office excluding Saturdays, Sundays, Government Holidays and any other non-working days falling in between the duration of the notice period.

3. In case of Casual Leave, Commuted Leave on medical basis and Earned Leave/ Half Pay Leave on medical basis applied on short notice, the employee will inform one's Reporting/ Controlling Officer over e-mail/ SMS, as may be possible, and thus obtain consent of the officer.

4. The employee shall submit leave application along with medical certificate and medical fitness certificate upon joining duty after availing

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Commuted Leave on medical basis and/ or Earned Leave/ Half Pay Leave on medical basis. As regards, Child Care Leave, the already established norms shall be applicable.


(Janak Raj)
Registrar

To
All employees in NIELIT Headquarters

Copy to: -

1. All HoWs, NIELIT Headquarters
2. ✓ Infrastructure Branch – *for updating the website of NIELIT IT Headquarters accordingly.*
3. Hindi Section – *for issuing Hindi translation of the order*
4. Guard File/ Office Order File

Copy also for information to the Staff Officer to the Director General