

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 many of the regular employees in NIELIT Headquarters do not comply with the prescribed procedure/norms and submit their leave application(s) either just before proceeding on leave or in some of the cases after the leave has been availed. Also, many of the employees do not submit Joining Report to their Reporting Officer/ Controlling Officer upon joining back on duty in office after availing a regular kind of leave.

2. The said practice on the part of the employees has been viewed solemnly, and accordingly, it is directed that leave application except Casual Leave (CL) should be applied as per the following guidelines, failing which the leave application will be summarily returned back to the concerned employee in question: -

- I. Any kind of leave, including Casual Leave, cannot be claimed as a matter of right.
- II. Application for grant of a regular type of leave should be submitted through proper channel, well in advance, as per prescribed notice period as hereunder; and the employee should proceed on leave with prior approval only: -

Nature of Leave	Notice Period
EL	15 days
CCL	15 days
RH	07 days

III. In case instruction at Sl. No. II above is not followed in case of emergent circumstances, proper information should be given to one's Reporting/ Controlling Officer(s) over e-mail/ SMS etc. as regards availing the leave, thereby clearly indicating the period and the kind of leave. In such cases, leave application should follow immediately upon joining on duty, categorically indicating the reason(s) due to which leave application could not be submitted in advance. Application(s) for sanction of leave on *ex post facto* basis, without clarification for delay in support, may not be entertained in the office of the Competent Authority and summarily returned.

IV. Application for Restricted Holiday (RH), subsequent upon having availed the leave, and/ or for reason(s) other than celebrating of the concerned festival, is not tenable given the nature and purpose of the leave.

- V. All applications for grant of leave on medical grounds should invariably be accompanied by necessary medical certificate/ fitness certificate and Joining Report.
 - VI. Joining Report should be sent to the P&A Wing, *through proper channel*, immediately on joining the duty after availing any kind of regular leave (viz. EL/ HPL/ Commuted Leave/ Maternity Leave/ Paternity Leave/ CCL etc).
 - VII. All leave applications to the competent Leave Sanctioning Authority will be routed through Establishment Section of P&A Wing for updating leaves balances in credit of the concerned employee.
3. All Head of Wings are requested to bring the contents of this circular to the notice of all the employees working under their supervisory control.
 4. Any violation of above instructions will be viewed seriously under the provision of the Leave Rules and defaulting employees will be liable for disciplinary action.


(Janak Raj)
Registrar

To

All the regular employees in NIELIT Headquarters

Copy to: -

1. All Head of Wings, NIELIT Headquarters
2. Notice Board of NIELIT Headquarters
3. Guard File

Copy for kind information only: -

1. The Staff Officer to the Director General, NIELIT