

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 एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

Department of Electronics and Information Technology (DeitY)

Ministry of Communications and Information Technology, Government of India

F. No. 1(8)/2015/14


DATED: 05/01/2016

OFFICE ORDER

With the approval of the Competent Authority, it has been decided to extend the following leave entitlement to the persons appointed on contractual basis in various Centres/Extension Centres for a specific period projects on consolidated emoluments as per details hereunder: -

- (1) **Privilege Leaves (PL):** - 15 days of PL per annum, subject to the following conditions:
 - (a) Employees will be credited 05 days of PL in his/ her balance upon completing 04 months of continuous service;
 - (b) Employees will be eligible for accumulating PL up to 45 days.
 - (c) In case of employees joining during mid of a month, a period less than 20 days will be ignored while the period of 20 days or more will be considered as a completed month for the purpose of calculating the employee's leave entitlement.
 - (d) In case an employee leaves or is removed or retrenched from his/her duty without completing 04 months of service for the purpose of calculating PL entitlement, the employee will be eligible for credit of PL balance at his/ her credit to be calculated for the entire tenure of his/ her duty on proportionate basis, rounded off to the nearest whole number.
- (2) **Casual Leave (CL):** - 12 days of CL per annum at the rate of 01 CL per month of continuous service, where a period of less than 20 days of duty will be ignored, while the period of 20 days or more will be considered as a completed month for the purpose of calculating the employee's casual leave entitlement. The employee will be allowed to accumulate the CLs within the calendar year and the unavailed leaves will lapse after 31st day of December each year.

2. The above-mentioned leave entitlement stands effective from 01/01/2016.


(Janak Raj)
Registrar

Copy for information to:

- (1) Director/Director-incharge all NIELIT Centres
- (2) CFO/JD(F), NIELIT Headquarters
- (3) Office Order File/ Guard File

Copy also for kind information to: -

- (1) TSO/ Sr. PS to the Director General, NIELIT
- (2) IT Div. for website

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

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