

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION  
TECHNOLOGY CHANDIGARH**

NIELIT/CH/ADMN-02/2015/20222

Dated: 2<sup>nd</sup> December, 2015

**Office Order**

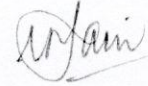
**Subject: Delegation of Powers to Project Incharges for sanction of leave.**

In supersession of the Office Order No. NIELIT/CH/ADMN-02/2015/18471 dated 28<sup>th</sup> October, 2015, the following Administrative Powers in respect of sanction of leave are delegated by Director Incharge to the Additional Directors, Joint Directors, Administrative Officer of NIELIT Chandigarh, who are directly reporting to Director Incharge:-

<b>Administrative powers</b>	<b>Authority empowered to exercise the powers</b>	<b>Extent of power delegated</b>
Grant of Leave (CL, RH, EL and CML maximum upto 12 days)	Officers directly reporting to Director-In-Charge	Full Powers except self

In terms of Delegation of Powers at Sr. No. 66 applicable w.e.f. 24.08.2015 forwarded vide Headquarter's letter No. NIELIT/DOP/2015 dated 10.09.2015 Director/Director Incharge has full powers to sanction all types of leaves of staff except self. Further in terms of Delegation of Powers at Sr. No. 24, Director Incharge has full powers to delegate any or all the powers to any officer of the Society with the approval of Managing Director, NIELIT.

This issues with the approval of Managing Director.



(V.K. Jain)  
Director Incharge

Copy to :

1. Director' Office
2. Additional Director (Technical)
3. Vigilance Officer
4. Joint Directors (Technical)/Joint Directors (Systems)
5. Joint Director (Admn.)
6. Financial Controller
7. Sh. Gurpreet Singh, Deputy Director (Systems)- With request to display the Office Order on the Website of the Centre.
8. Notice Boards.