



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)
(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

कोलकाता
Kolkata

NIELIT/Kol/D-3/6/23/95
9th May 2023

OFFICE ORDER

The Centre has been issuing various communications from time to time for abiding its rules and regulations towards maintaining a congenial and healthy work atmosphere and boosting the morale and productivity of its employees round the year thereby brighten the image of the Centre.

2. But it has been observed that quite a few regular and outsourced employees of the Centre at both the Campuses are habitually late in attending office during the last couple of months and are not maintaining normal working hours from 9:30 am to 6:00 pm.
3. From the records, it is also observed that some of the employees are not adhering to the Centre's Office Order No. NIELIT/Kol/D-3/6/23/48 dated 13.03.2023 wherein it was asked to compulsorily seek prior/post-facto approval in the prescribed format within five (5) working days from the Reporting Officer for Official/On Duty (OD).
4. Except the prescribed OD Slip, no other forms of communication will be accepted for approval for Official/On Duty (OD). Otherwise, half/full day leave, as applicable, will be deducted automatically.
5. This order is in force with immediate effect.


(V. Krishnamurthy)
Executive Director

To: All Employees

Copy to:

1. Wingheads/Officers
2. File