



राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर / जम्मू  
National Institute of Electronics & Information Technology, Srinagar/Jammu

No. 23/2022

Date : 06.09.2022

### OFFICE ORDER

It has been observed that inspite of earlier instructions issued by this office vide Officer Order No.19/2022 dated 05.07.2022, several staff members of NIELIT J&K posted at Srinagar/Jammu continue to proceed on leave without prior approval of sanctioning authority on the prescribed leave application form and few of them even do not submit their leave application on resuming their duties.

All the staff members of NIELIT J&K are therefore again directed to proceed on any kind of leave with prior approval of Competent Authority/Officer authorized to sanction such kind of leave(s). In extremely urgent cases where prior submission of leave application is not possible, intimation/permission of leave sanctioning authority shall be obtained through email/whatsapp/sms and prescribed leave application will be submitted by the respective employees within a period of 02 days from the date of resuming duties, failing which, the period of absence will attract action under CCS Conduct Rules against such employees.

This issues with the approval of Executive Director, NIELIT J&K.

(Susheel Kumar Gabgotra)  
Additional Director (A&F)

Copy to :

1. All the staff members of NIELIT J&K posted at Srinagar and Jammu.
2. Deputy Director (A&F), NIELIT Jammu to ensure circulation of this order among all the employees (Regular / Contractual) of NIELIT J&K posted at Jammu.
3. Asstt. Director (Admn.), NIELIT Srinagar to ensure circulation of this order among all the employees (Regular / Contractual) of NIELIT J&K posted at Srinagar.
4. PA to Executive Director for kind information of ED.
5. Concerned file(s).
6. Hindi Officer for issue of Hindi version of this Order.
7. Incharge Web Portal.



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर / जम्मू  
National Institute of Electronics & Information Technology, Srinagar/Jammu

No. 24/2022

Date : 06.09.2022

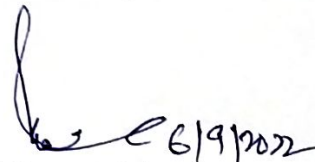
### OFFICE ORDER

It has been observed that several staff members of NIELIT J&K posted at Srinagar/Jammu either keep their mobile phone on switch off mode or they do not respond/attend to the urgent calls made to them on Holidays / non working days / after office hours in the best interest of the Centre.

All the senior staff members of NIELIT J&K are therefore directed to promptly attend / respond to the official calls made to them on holidays / non working days / after office hours and keep their mobiles on ON MODE during such days / period in the interest of smooth functioning of this Centre. Further, not responding to official calls or intentionally keeping the phones on OFF MODE would be treated seriously.

In case of any issue related to reimbursement of mobile usage charges, they can submit their request for necessary consideration by the Competent Authority.

This issues with the approval of Executive Director, NIELIT J&K.

  
(Susheel Kumar Gabgotra)  
Additional Director (A&F)

Copy to :

1. Concerned staff members of NIELIT J&K posted at Srinagar and Jammu.
2. PA to Executive Director for kind information of ED.
3. Concerned file(s).
4. Hindi Officer for issue of Hindi version of this Order.
5. Incharge Web Portal.