

राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.) चंडीगढ़
National Institute of Electronics and Information Technology (NIELIT), Chandigarh
(इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Govt. of India)
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NIELIT/CH/Admn-02/2024/ 1074

Dated: 20.03.2024

OFFICE ORDER

It has been observed that employees in NIELIT Chandigarh tend to apply Leave Travel Concession (LTC) alongwith encashment of leave in the eleventh hour avoiding the laid down instructions/guidelines regarding submission of LTC applications/requests. Many a times they submit their application just before proceeding on leave. The tendency results into last dates of ticket booking(especially Air travels) which cost the tickets in higher prices. Further the last-minute approval would affect the working of admin section such as taking approval of competent authority etc.

2. The Competent Authority has taken a serious note of this casual approach of concerned employees towards rules and guidelines expected to be followed by each and every employee.

3. In view of above, it is strictly advised that all employees should ensure that sanction of leave for LTC and Leave Encashment should, as a practice, be done preferably at least 21 days in advance. It is further stated that tickets should be booked form authorized agencies as per govt. guidelines preferably through the agencies having less cancellation charges.

This issues with approval of the Executive Director, NIELIT Chandigarh, Ropar Campus.


(Arvind Rawat)

Joint Director[F&A]-(Admin)

1. Executive Director's Office
2. All Staff Members for compliance please.
3. Vigilance Officer
4. Assistant Director (Fin)
5. Notice Boards

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