

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

Ref. No. NIELIT/HQ/MIS/03 (Vol. VII) 1183

06/07/2016

OFFICE MEMORANDUM

It is observed that employees, who are going on tours from time to time, are not submitting their tour report and thus not sharing their experience gained from the tour.

2. Taking a solemn view in the matter, it has been decided that TA bills would be settled only when submitted with the tour report.

3. In case of Executive Director/ Director/ Director-in-charge, the tour report shall be submitted to the Director General. The Finance Wing of the concerned NIELIT Centre will ensure that TA/DA bill of the Executive Director/ Director/ Director-in-Charge is settled only when the Executive Director/ Director-in-charge confirms in writing that he/ she has submitted his/ her tour report to the Director General.

4. This issues with the approval of the Competent Authority for information and strict compliance.


(Janak Raj)
Registrar

To

1. The Executive Directors/ Directors/ Directors-in-Charge,
All NIELIT Centres
2. All employees of NIELIT Headquarters/ All NIELIT Centres

Copy to : -

1. Finance Wing of NIELIT Headquarters and all NIELIT Centres
- ✓ 2. Infrastructure Branch, NIELIT Headquarters – for updating website
3. Notice Board

Copy for information only to: -

TSO/ Sr. PS to the Director General, NIELIT