

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 और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

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27/09/2019

**OFFICE MEMORANDUM**

Instances have come to the notice of this office where regular employees in NIELIT Headquarters have proceeded on leave (viz. full day, half day and/ or short leave) without informing/ obtaining prior permission of their immediate Reporting/ Controlling Officer/ Head of the Wing. The matter has been viewed solemnly.

2. All the regular and contractual employees in NIELIT Headquarters are, therefore, once again requested to ensure that they proceed on absence from duty/ tour/ training/ workshop/ offshore duty/ extension of leave etc, always under intimation to their concerned Reporting/ Controlling Officer, without fail, so as to avoid attracting the proviso of Rule 17(1) and Rule 17-A of CCS(Leave) Rules that regulate unauthorised absence and overstayal on leave.



(Janak Raj)  
Registrar

To

All the regular employees in NIELIT Headquarters

Copy to: -

1. The Executive Directors/ Directors/ Director in charge, NIELIT Centers
2. Heads of Wings, NIELIT Headquarters
3. IT Wing, NIELIT Headquarters – *with a request to update NIELIT's website accordingly.*
4. Guard File/ Notice Board.

Copy (for Information only): - The Director General, NIELIT