



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान
National Institute of Electronics & Information Technology

An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

Ref. No. 1(79)/2017 – NIELIT Vol. II

13/04/2020

OFFICE MEMORANDUM

Since various quarterly/ annually payable allowances, viz. Medical Allowance, Compensation Allowance, reimbursement of tuition fee etc., have fallen due and payable consequent upon onset of the quarter April-June 2020 amid ongoing lockdown, it is decided to accept the claims in soft copy over email from the employees in NIELIT.

2. Accordingly, all the employees in NIELIT are requested to expedite neat scans of their duly filled up and signed original claim forms and relevant enclosures (*in original*) thereto from their respective official email IDs (only) to the email ID of the concerned Dealing Officer/ Official, so as to enable the settlement of the claims in a timely manner.

3. It is requested to adhere to the prescribed proformas/ formats for the purpose as readily available on NIELIT's website. It is also advised to keep the claim forms and enclosures for subsequent submission in hardcopy on demand.

4. Concerned Finance Wing/ P&A Wing is requested to process the e-claims and obtain hard copies from the employees concerned as and when possible, on need basis, for audit purposes.

(Janak Raj)
Registrar

To

1. Chief Finance Officer, NIELIT
2. Executive Director/ Director/ Director Incharge, all NIELIT Centres
3. All the employees in NIELIT Headquarters
4. IT&IS Wing, NIELIT Headquarters – *for uploading the above on NIELIT's website*

Copy for kind information to: -

1. The Staff Officer to the Director General, NIELIT