



File No. II/1/2020-O/o Registrar

20.04.2020

OFFICE MEMORANDUM

It is observed that NIELIT Centres tend to hold off on settlement of the terminal benefits of their leaving employees upon (technical) resignation etc., whereas Government of India through its various communications from time to time has mandated to ensure timely settlement of terminal dues.

2. The tendency has been viewed solemnly by the Competent Authority, and all NIELIT Centres are, therefore, requested to ensure prompt and timely settlement of the terminal dues, as and when the benefits become due and admissible, in respect of their parting employees upon selection to outside organization etc., as per one's entitlement at the time of relieving from the services of NIELIT, as per rules and provisions in force at the time of separation.

3. This issues with the approval of the Competent Authority.

(Janak Raj)
Registrar

Copy to: -

1. Executive Director/ Director/ Director Incharge, all NIELIT Centres
2. All Wing Heads, NIELIT Headquarters
3. 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