



Ref No. NIELIT/HQ/Estt./84/14 (Vol. IX)/

29.05.2020

OFFICE MEMORANDUM

Several incidences have come to the notice of the Competent Authority where officers/ staff members in NIELIT Centers left their station before or during the extant lockown without station leave and even prior intimation. In this regard, the attention of all NIELIT Centers is invited to Para 2 of DOPT's OM No. 11013/7/94-Estt.(A), dated 18.05.1994 (*copy of the OM enclosed for ready reference*) carrying the following provisions reproduced herewith as it is: -

" FR. 11 ... 'unless in any case it be otherwise distinctly provided the whole time of a Government servant is at the disposal of the Government which pays him' ... Article 56 of the Civil Service Regulations also provides that 'no officer is entitled to pay and allowance for any time he may spend beyond the limits of his charge without authority.' It is implicit in these provisions that a Government servant is required to take permission for leaving station/ headquarters. It is thus clear that such permission is essential before a Government seroant leaves his station or headquarters ..."

Further, in terms of Para 3 of the even DoPT's OM, it is provided that

" Failure to obtain permission of competent authority before leaving station/ headquarter especially for foreign visits is to be viewed seriously and may entail disciplinary action."

2. The Competent Authority has taken a solemn view in the matter.
3. All NIELIT Centers are, therefore, advised to obtain suitable kind of leave due and admissible from all such employee(s), who left their station without prior intimation/ permission of the Competent Authority, with effect from the date of leaving station without prior intimation/ permission and up to the date immediately prior to the date of joining duty in office in person. Further, the NIELIT Centers may issue show cause notice to such employee(s) and take the needful action as may be deemed proper based on the merits of each case and in terms of extant DoP.
4. This issues with the approval of the Competent Authority.

Encl. as above

(Janak Raj)
Registrar

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings, NIELIT Headquarters
- (3) Webmaster, NIELIT Headquarters - *for uploading on NIELIT's website*
- (4) Guard File/ Office Order File

Copy for kind information to: -

1. The Director General, NIELIT
2. CVO, NIELIT