



07.07.2020

## OFFICE MEMORANDUM

Keeping in view the extant rule position with reference to the exceptional circumstances presented by COVID-19 pandemic, it is decided that in the event leave is applied for the purpose of home quarantine and/ or home isolation due to COVID-19 (only), as a special case, the employees in NIELIT will be permitted to apply for Commuted Leave, EL, HPL or any other kind of regular leave due and admissible, with/without station leave, without production of Medical Certificates, on self-certification basis only.

2. The Leave Sanctioning Authority is advised to sanction any regular kind of leave applied for the purpose of home quarantine and/ or home isolation due to COVID-19 (only), including as a precautionary measure, without production of medical certificate, however, subject to the condition that the Leave Sanctioning Authority is convinced about the genuineness of the circumstances of the employee concerned, and therefore, on case to case basis.

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

(Janak Raj)  
Registrar

To

All the concerned employees.

Copy to: -

1. The Executive Director/ Director/ Director Incharge, NIELIT Centers
2. Head of Wings, NIELIT Headquarters
3. IT&IS Wing - *with a request to upload the OM on NIELIT's website, pls*
4. Hindi Section - *with a request to issue Hindi translation pls.*
5. Guard File

Copy for kind information only to: -

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