



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान
National Institute of Electronics & Information Technology
An Autonomous Scientific Society of Ministry of Electronics and Information
Technology (MeitY), Govt. of India

December 14, 2020

OFFICE MEMORANDUM

It has been observed that many of the employees have again started avoiding laid down instructions / guidelines regarding submission of leave applications/requests circulated to all from time to time. They either submit their application just before proceeding on leave or in some cases even after availing of the leave.

2. The Competent Authority has taken a serious note of this casual approach of concerned employees towards rules and guidelines expected to be followed by each and every employee, so as to maintain office decorum to ensure smooth functioning of the organization.

3. In view of the above, it is again advised that all employees should ensure that:

- i. All the leaves are applied through proper channel;
- ii. CL should be availed under due information to the concerned Reporting Officer;
- iii. In case of EL (except for emergent reasons) should be submitted at least 10 working days in advance;
- iv. CCL application should be submitted at least 15 working days in advance;
- v. RH application should be submitted at least 7 working days in advance;
- vi. In case of leaves being applied through email, all relevant details, as mentioned in the concerned Leave Application Form should be included in the email.

4. All employees are advised to strictly adhere to the above mentioned guidelines failing which (except for emergent reasons), the leave application will not be entertained and the concerned employee may be treated as absent without permission and shall be liable to disciplinary action as per rules, in case the late submission of leave application is not justified.

(डॉ जनक राज)

कुलसचिव

To

All employees in NIELIT HQ

Copy to:

All HoWs, NIELIT HQ

ITIS Wing – For uploading on NIELIT HQ website

Guard File / Office Order File

Copy for information:

Staff Officer to the Director General