

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
**National Institute of Electronics and Information Technology (NIELIT)**  
**(An ISO 9001: 2015 Certified Organisation)**  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
**Ministry of Electronics and Information Technology, Government of India**

File No.:NHQ/227/2025-NIELIT(E:3157254)/450

10.07.2025

**OFFICE MEMORANDUM**

**Subject: Guidelines regarding settlement of terminal benefits – Leave Encashment on Superannuation/Retirement/Resignation – reg.**

In the absence of any specific guidelines with respect to the settlement of terminal benefits, particularly 'Leave Encashment' on Superannuation/Retirement/Resignation, the following guidelines are hereby issued for compliance by all NIELIT Centres, Extension Centres, and Attached Offices of NIELIT:

- (i) In respect of ongoing/pending cases at NIELIT HQs/Centres/Extension Centres or Attached Offices of NIELIT, the terminal benefits shall be paid by the Centre/Office where the employee has served the maximum duration during his/her tenure in NIELIT.
  - (ii) In cases where the Centre is facing a fund shortage, the Centre may submit the matter to Headquarters, the Headquarters shall examine the actual financial position of the Centre and may temporarily disburse the funds. However, the financial liability shall rest with the concerned Centre, and suitable adjustments may be made subsequently.
  - (iii) Further, in future, NIELIT shall consider evolving a centralized mechanism for the disbursement of leave encashment in cases of Superannuation, Retirement, or Resignation to ensure uniformity, timeliness, and better financial control.
2. These instructions shall come into immediate effect and are to be strictly followed until further orders. All Centres/Extension Centres and Attached Offices of NIELIT are requested to adhere to this Office Memorandum to settle similar cases.

This issues with the approval of the competent authority.

*AKASH SHARMA*

**(Akash Sharma)**

*Additional Director/Scientist 'E'*

Copy to :

- i. Executive Director, Director, Director -In-Charge, All NIELIT Centres & HQs
- ii. All Head of Wings, NIELIT HQs
- iii. IT&IS Wing, NIELIT HQs - for Uploading of NIELIT Website
- iv. Official Language Section, NIELIT HQs- with a request to issue Hindi version of the above order
- v. Guard File / Office order file

Copy for kind information to :

- i. The Director General, NIELIT
- ii. Chief Vigilance Officer, NIELIT

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केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची, रोपड़, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	बीकानेर, बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, ईस्ट दिल्ली, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली, मुजफ्फरपुर, नोएडा, पाली, पासीघाट, सेनापति, सिलचर, साउथ वेस्ट दिल्ली, तेजू, तेजपुर और तुरा
Centres:	Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar
Extension Centres:	Bikaner, Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, East Delhi, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow, Lunglei, Mandi, Majuli, Muzaffarpur, Noida, Pali, Pasighat, Senapati, Silchar, South West Delhi, Tezu, Tezpur and Tura