

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-11012/4/2025-NIELIT(E:3159561)/492

28.07.2025

OFFICE MEMORANDUM

Subject: Settlement of terminal benefits – Leave Encashment on Superannuation/Retirement/Resignation – reg.

In view of the guidelines issued vide Office Memorandum No. NHQ/227/2025-NIELIT(E:3157254)/450 dated 10.07.2025, regarding the settlement of terminal benefits – Leave Encashment on Superannuation/Retirement/Resignation, the following is hereby conveyed for necessary compliance:

2. NIELIT Headquarters, upon receipt of formal requests from the concerned Centre(s), may temporarily disburse the requisite funds for settlement of terminal benefits towards Leave Encashment. However, the financial liability for such disbursement shall remain with the respective Centre and the amount disbursed by Headquarters shall be mandatorily returned by the concerned Centre to HQs within one year from the date of release of payment.
3. All NIELIT Centres, Extension Centres and Attached Offices are requested to ensure strict adherence to the above and take necessary action accordingly.

This issues with the approval of the competent authority.

Akash Sharma

(Akash Sharma)

Addl. 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