

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)


इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

Ref. No. A/31/2020-Administrator (E-3115293)/222

07<sup>th</sup> March, 2024

**OFFICE ORDER**

With approval of Competent Authority, Office Order No. NIELIT/HQ/EST/54/09(II)(Pt.)/155 dated 27<sup>th</sup> January, 2017 (copy enclosed), issuing guidelines for compensation paid to the persons engaged purely on temporary and project co-terminus contract, who attend office on Saturdays/Sundays/Closed Holidays, stands re-implemented with effect from 16<sup>th</sup> November, 2023 i.e. the date of implementation of order for Regular Staff.

  
(Rajneesh Kumar Asthana)  
Registrar

Copy to: -

- (i) All Head of Wings, NIELIT HQs – ensure that the guidelines enumerated in earlier O/o (dated 27<sup>th</sup> January, 2017) are scrupulously followed
- (ii) Executive Directors/Directors/Directors-in-Charge, all NIELIT Centres
- (iii) Webmaster, NIELIT HQs – for uploading of NIELIT Website
- (iv) Guard File / Office Order file

Copy for kind information only:

- i. Director General, NIELIT
- ii. CVO, NIELIT

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Ministry of Electronics and Information Technology, Government of India

NIELIT/HQ/EST/54/09(II)(Pl.)/155

Dated: 27<sup>th</sup> January, 2017

**OFFICE ORDER**

With the approval of Competent Authority, the following rates of compensation are approved for remunerating such persons engaged in NIELIT purely on temporary and project co-terminus contract, who attend office on Saturdays/ Sundays/ Closed Holidays due to exigency of work in NIELIT: -

Consolidated monthly remuneration rates	Conveyance rate per day
Persons covered under Minimum Wages Act	As per Section 14 of Minimum Wages Act 1948, Work Hours and Overtime under the Factory Act, 1948 and Shops & Establishment Act, and any other stipulation as applicable in the concerned state.
Persons drawing remuneration above minimum wages but lesser than ₹ 60,500 (equivalent to Grade Pay up to ₹ 4,600/-)	Actual expense limited to the prescribed fare rates as notified by the Directorate of Transport in the concerned state for auto-rickshaw/ taxi, subject to upper limit of ₹ 250/- per day.
Persons drawing remuneration between ₹ 60,500/- to ₹ 71,899/- (equivalent to Grade Pay ₹ 5,400/-)	Actual expense limited to the prescribed fare rates as notified by the Directorate of Transport in the concerned state for auto-rickshaw/ taxi, subject to upper limit of ₹ 350/- per day.
Persons drawing remuneration of ₹ 71,900/- and above (equivalent to Grade Pay ₹ 6,600/- and above)	Actual expense limited to the prescribed fare rates as notified by the Directorate of Transport in the concerned state for auto-rickshaw/ taxi, subject to upper limit of ₹ 650/- per day.

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2. **Eligibility:** - The compensation mentioned above shall be paid on fulfilling of the following conditions: -

2.1 It would be mandatory to work at least 4 hours on Saturday/ Sunday/ Holiday.

2.2 The compensation shall be paid to all persons engaged on project co-terminus contract basis only after verifying it from the report of their bio-metric attendance system or certificate by the competent authority in the case of NIELIT Centres where bio-metric is yet to be implemented.

2.3 All HoWs will formulate a list of such persons engaged on project co-terminus contract basis who are required to attend the office on Saturdays/ Sundays/ Non-working days to the Registrar/ Director (in case of NIELIT Centres) and as per requirement, Registrar/ Director (in case of NIELIT Centres) will issue orders in this regard.

2.4 No compensatory leave will be allowed for attending the office on Saturday/ Sunday/ Non-working days, if above compensation is claimed/ paid.

2.5 The above compensation will not be applicable if the incumbent uses office vehicle for commuting to office for attending office on Saturday/ Sunday/ Non-working days.

3. **Date of Effect:** - The above terms and conditions for grant of conveyance to persons engaged on project co-terminus contract basis for attending office on Saturdays/ Sundays/ Holidays may be made effective retrospectively, starting from Financial Year 2016-17, w.e.f. 01/04/2016.

4. **Claim submission timelines:** - All such conveyance claims for conveyance for attending office on Saturdays/ Sundays/ official non-working days may be submitted to Finance Wing on quarterly basis, and not later than 10<sup>th</sup> day of the next month immediately succeeding the relevant quarter. For e.g., conveyance claim for April-June shall be submitted latest by afternoon of 10<sup>th</sup> day of July. In case, incumbent fails to submit his/her quarterly conveyance claim by the afternoon of the 10<sup>th</sup> day of the succeeding month, the claim will be deemed to

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have lapsed and no further requests/queries/ claims to the effect shall be entertained. However, as a start off measure, conveyance claims for April-June 2016 and July-September 2016 may be submitted latest by 10<sup>th</sup> day of October, 2016.

5. Proforma for conveyance claim: - A proforma for submission of conveyance claim has been prepared and enclosed with this Office Order of the meeting for circulation among concerned parties for adherence and use.



(Janak Raj)  
Registrar

Copy to:-

1. All HOWs, NIELIT HQs
2. All Directors/Director-in-charge, NIELIT Centre
3. CFO/JD (F)
4. NIELIT's website In-Charge, NIELIT Headquarters - *for updating website, pls*

CC: TSO/Sr. PS to Director General, NIELIT- *for kind information*

राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान  
National Institute of Electronics and Information Technology  
मुख्यालय, नई दिल्ली  
Headquarters, New Delhi

With reference to the office order No. NIELIT/HQ/GEN/2013/10/813 dated 24<sup>th</sup> July, 2015, regarding availing of compensation against attending the office on Saturday/Sunday/Holiday, the undersigned attended the office on Saturday/Sunday/Holiday with the approval of the 'HOW'.

The detail of all such attendance in the quarter \_\_\_\_\_ to \_\_\_\_\_ is tabulated below:-

Sr.No	Date	Day	Timings			Purpose
			Arrival	Departure	Stay (in Hrs)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

In view of the above, it is requested to kindly release Rs. .... to the undersigned against compensation towards working on Saturday/Sunday/Holiday. The Biometric attendance details are enclosed. It is also certified that:

- i. No Compensatory Leave has been claimed against the above-mentioned dates;
- ii. No official vehicle was used on the above-mentioned dates.

**Signature with Date**

Name: .....  
Desgn. : .....  
Grade Pay : .....  
Emp\_Code : .....  
Wing : .....

**Reporting Officer**

**HOW**

**Note:** Use separate form for separate Quarter