

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 एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

No. 1(57)/2015-NIELIT/1511

23/08/2016

OFFICE ORDER

In continuation of Office Order No. 1(18)/2015/14 dated 05/01/2016 regarding leave entitlement to persons appointed on contractual basis in NIELIT (including NIELIT Headquarters and various NIELIT Centres/Extension Centres), it has been decided to further define the norms and guidelines in respect of their leave entitlement for smoother and fairer administration of leaves to contractual manpower, as per details hereunder: -

- (A) Non-working day(s) sandwiched between two CLs shall not be counted as part of leave.
 - (B) PL and CL cannot be clubbed together during a single spell of leave.
 - (C) Minimum 20 days of presence on duty shall be necessary to be entitled to CL/ PL in a given month, where days for presence on duty for the purpose shall be counted based on actual days of attendance on duty, without adjusting CL/ PL availed during the month.
 - (D) Half day leave shall be deducted wherever an employee reports to duty later than 11:00 AM in forenoon or leaves office earlier than 03:30 PM in the afternoon.
2. The above-mentioned norms and guidelines stand effective with immediate effect.
 3. This issues with the approval of the Competent Authority.


(Janak Raj)
Registrar

Copy to:-

1. Executive Director/ Directors/ Directors-in-Charge, all NIELIT Centres
2. All Head of Wings, NIELIT Headquarters – CFO/JD(F), Addl. Director (P&A), Addl. Director (Tech.)-[Dr. Sanjeev Kumar Gupta], Addl. Director (Tech) – [Sh. Lal Mohan KS]
- ✓ 3. NIELIT's website In-Charge, NIELIT Headquarters – for updating website, pls
4. Notice Board
5. Officer Order File/ Guard File

Copy for kind information to: -

1. TSO / Sr. PS to the Director General, NIELIT
2. CVO, NIELIT/ VO, NIELIT Headquarters

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

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