

NIELIT CHANDIGARH

NIELIT/ACCT/FC/INTER CIRCULAR/83/2015 / 5326 19th April, 2017

Office Circular

In partial modification of office circular No. NIELIT/CH/ACCT/FC/INTER CIRCULAR/83/2015/2154 dated 6th May, 2016, it has been decided that amount of compensation claimed by regular employees for attending office on Saturday/Sunday/Holiday will be paid on quarterly basis. The employees, who wish to claim compensation, have to submit their claims within 15 days of the close of the quarter (first quarter starting from 01.04.2017) in the enclosed Performa, duly verified & countersigned by their reporting officer. Claims received after the prescribed date will be processed with the claims of next quarter only. The claimant must attach copies of biometric attendance details and approval of Executive Director with the claim. The reporting officer must ensure that conditions mentioned in office order No. NIELIT/HQ/GEN/2013/813 dated 24th July, 2015 and No. NIELIT/HQ/GEN/2014/10/665 dated 12th April, 2016 issued by NIELIT HQ are fulfilled, before recommending compensation of employees working with them.

All other conditions for claiming compensation mentioned in Office Order No. NIELIT/HQ/GEN/2013/813 dated 24th July, 2015 & No. NIELIT/HQ/GEN/2014/10/665 dated 12th April, 2016 issued by NIELIT HQ shall remain unchanged.

Further, it is informed that all claims for compensation for the period 16.03.2017 to 31.03.2017 must be submitted in the old format latest by 21.04.2017 positively.



(P S Johar)
Financial Controller

Copy to:

- (i) Executive Director
- (ii) Additional Directors(Technical)
- (iii) Additional Director (Admin.)
- (iv) Joint Directors (Tech./Systems)
- (v) Joint Director (Admin.)
- (vi) Asstt. Director (Finance)
- (vii) Notice Boards

- for information please

- for circulation to the staff working with them

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,
CHANDIGARH**

With reference to the office order No. NIELIT/ACCT/FC/INTER CIRCULAR/83/2015/ dated 11th April, 2017 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 ED.

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						
11						
12						

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:

Signature of Reporting Officer

Note: Use separate form for each Quarter