

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(01)/2011 - DOEACC/1124

29/06/2016

**OFFICE MEMORANDUM**

In continuation to OM of even number dated 26/05/2016, it is observed that regular employees in NIELIT continue to take off from duty without applying for appropriate kind of leave in advance. Moreover, some employees are still in the habit of not submitting the leave application even after availing the leave.

2. All regular employees in NIELIT are, therefore, once again advised to avail any kind of leave with prior sanction by the Competent Authority. In case leave is availed without prior approval due to unavoidable and unforeseen circumstances, the employees shall be dutifully submit the leave application in respect of the absence from duty to their respective Controlling Officer/ Head of Wing for recommendation/ sanction, immediately upon joining duty, without further delay. Failure to observe the above instructions will bring in the departmental disciplinary action, as per Rules.

3. Further, all regular employees in NIELIT Headquarters who are required to proceed on tour/ training shall do so, under intimation to the P&A Wing for information and records.



(Janak Raj)  
Registrar


To

All NIELIT Centre: for circular/information to all the employees  
All the employees in NIELIT Headquarters

Copy only for information to: -

CVO, NIELIT

TSO/ Sr. PS to the Director General, NIELIT Headquarters

<b>NIELIT, KOHIMA</b>
INWARD NO. 09945
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इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था  
An Autonomous Scientific Society under DeitY

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