

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

F. No. NIELIT/HQ/MIS(CH)/01/03/(Vol. V) 784

23/05/2018

OFFICE MEMORANDUM

In the wake of several proposals received from NIELIT Centres for grant of permission to their employees for private visits abroad, the Competent Authority has decided that henceforth the instructions/proformas prescribed in DoP&T's OM No. 11013/8/2000-Estt(A) dated 07/11/2000, No. 11013/7/2004-Estt.(A) dated 01/09/2008, No. 11013/8/2015-Estt. AQ-III dated 27/07/2015 read together with MeitY's guidelines as consolidated hereunder, will be followed/ utilized for handling of requests for No Objection Certificate (NOC) for proceeding abroad on private visits and grant of Ex-India leave to the officers and staff of NIELIT: -

- (i) Head of Office, i.e. the Executive Director/ Director/ Director-in-Charge of the concerned centre, is the Competent Authority for grant of permission for private visit(s) abroad in respect of their employees, before the Leave Sanctioning Authority grants leave. However, where Leave Sanctioning Authority and Head of Office are the same person, the approval of the Leave Sanctioning Authority would imply approval to visit abroad also.
- (ii) Requests for permission for private visits abroad will be processed in the formats/ proformas as under: -

S#	Particulars	To be filled by	Remarks, if any
1.	Undertaking	The concerned employee	Annexure - I
2.	Details of foreign visits undertaken in the past/ to be undertaken	The concerned employee	Part A of Annexure - II
	Disciplinary Clearance	Personnel & Administration of the concerned centre	Part B of Annexure - II

(a) Scan & Pass to all staff
(b) Upload a copy on site
SP/JD/PPA
J. Majumdar
29/5/18

NIELIT Kolkata
Director's Office
Diary No. 123
Date In. 28-05-2018
Date Out. 29-5-18



Continued on page 2...

From page 1:-

- (iii) Where Leave Sanctioning Authority and the Head of Office are the same, the employee must mention the purpose of going abroad in the leave application itself.
- (iv) In case of Ex-India leave of Head of Office, i.e. the Executive Director/ Director/ Director-in-Charge of the concerned centre, where Director General is their Leave Sanctioning Authority, duly examined proposal in their respect should be forwarded to NIELIT Headquarters for the perusal and decision of the Director General along with Vigilance Clearance from CVO, NIELIT, and duly filled-in formats as tabulated in Para 1(ii) above, also proposing a suitable officer to whom the charge of Head of Office may be handed over during Ex-India leave.
- (iv) In case due to specific nature of work, administrative exigencies, some adverse factors against the employee, or other similar reasons, it is not expedient to grant permission to the employee, Director General, NIELIT is the Competent Authority to take such decision for refusal. Accordingly, if the recommendation of a NIELIT centre is not affirmative, the proposal for such refusal should be sent to the Director General, NIELIT, for perusal and decision, along with Vigilance Clearance and formats as tabulated in Para 1(ii) before.
- (v) Any lacunae in the application of the employee should be brought to the notice of the employee within one week of the receipt of the application.
- (vi) Efforts should be made that the decisions are conveyed to the employee within 21 days of receipt of complete application to the Competent Authority. In the event of failure on part of the Competent Authority to communicate its decision to the employee concerned within 21 days of receipt of the application, the employee concerned will be free to assume that permission has been granted to him/ her.

2. In this regard, it is further clarified that permission for private visits abroad should be granted after obtaining due Vigilance and Disciplinary Clearance.

2.1 Disciplinary Clearance is a certificate awarded by the P&A Wing of the concerned centre, being the custodian of the employee's personal records, leave records and attendance records, and hence in the best

Continued on page 3...

From page 2 :-

position to certify that no disciplinary action is either pending or contemplated against the concerned. The Disciplinary Clearance Certificate issued by P&A Wing of the centre aims to check whether a Government officer/ official is found engaged in irregular act or misconduct of any kind.

2.2 The term Disciplinary Authority refers to such authority who has been entrusted with powers to impose any penalty on the employees and their role arises only when disciplinary proceedings are to be initiated.

2.3 In cases where Vigilance Clearance Certificate is issued with observation that there is/ are complaint(s) received against the concerned employee and remains under examination, the concerned Centre should refer the matter to CVO, NIELIT and seek clarification in terms of gravity/ seriousness of the complaint(s) and whether the presence of the concerned employee is required in India during the proposed Ex-India leave period, and take decision accordingly.

3. It is directed to regulate the requests for prior permission for proceeding abroad received from the officers and staff of NIELIT in light of the above instructions. The requests being forwarded to NIELIT Headquarters, in above regard, should be as per above formats only.

4. It is also enjoined upon all concerned that while forwarding the requests in above regard, it should be ensured that the above-mentioned instructions are strictly adhered to so as to avoid delay in processing of the applications and disposal thereof.



(Janak Raj)

Registrar

Copy to: -

- (a) All Executive Directors/ Directors/ Directors-in-charge/ Officers-in-charge of all NIELIT Centres – with a request to bring these instructions to the notice of all officers and staff serving under their control for information, guidance and further necessary action
- (b) All Head of Wings, NIELIT Headquarters – with a request to bring these instructions to the notice of all officers and staff serving under their control for information, guidance and further necessary action.
- (c) Webmaster, NIELIT Headquarters – with a request to upload on NIELIT's website
- (d) Notice Board/ Guard File

Copy for kind information to :-

The Staff Officer to the Director General, NIELIT