



रा.इ.सू.प्रौ.सं.
NIELIT

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

(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)

(इलेक्ट्रॉनिकी सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of department of Electronics and Information Technology (Deity),
Ministry of Communications & Information Technology, Govt. of India)

कोलकाता
Kolkata

NIELIT/Kol/Admn/13/2015/ 692

Dated: 07/08/2015

CIRCULAR

Sub: Compensation for attending office in Saturdays / Sundays / Holidays – reg

With reference to Hqrs Office Order Ref No. NIELIT /HQ/GEN/2013/10/813 Dated 24th July, 2015 (attached as Annexure – 1), the undersigned is directed to inform the following:

1. The above order is applicable to all the regular employees of NIELIT Kolkata, Gangtok and Ranchi.
2. The contractual employees will also be covered under the above Office Order and they will be paid Rs. 350/- per day (minimum 4 hours) as a compensation for attending office beyond his / her normal working days and complying other terms and conditions of the said Office Order.
3. All concerned will forward the requirements of attending office on Saturdays / Sundays / Holidays / beyond normal working days through their Reporting Officers to the undersigned / the Director (with a copy to the undersigned) well in advance for issue of Office Order.
4. After attending office he / she will submit his tangible output / working report through his / her Reporting Officer to the Director for approval of payments with attendance proof for a minimum period of four (4) hours.
5. No compensatory leave will be allowed for attending the office on Saturdays, Sundays & Holidays / beyond normal working days, if compensation (which includes all) is claimed / paid.
6. This facility depends on the financial health of the Centre.
7. Other terms and conditions will remain same as per the above Hqrs. Office Order.

This is issued with the approval of Competent Authority.

(A. Das)

Joint Director (F&A)

Copy to:

1. All employees (Regular and contractuals)
2. PS to Director for kind information of Director
3. File

पता : - यादवपुर विश्वविद्यालय परिसर, कोलकाता - 700 032, भारत
Address : - Jadavpur University Campus, Kolkata - 700 032, India
दूरभाष/ Phone : - +91-033-24146081 / 6054 / 6064
फैक्स/ Fax : - +91-033-24146549 // ई-मेल/ E-mail :- doeacc-wb@nic.in
वेबसाइट/ Website : - http://www.doeacckol.in

मुख्यालय :- इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली - 110 003
HQs Address :- Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110 003
दूरभाष/ Telephone : - +91-11-24363330-1-2
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अगरतला (0381-2350010), एजवाल (0398-3250581), अजमेर, औरंगाबाद (0240-2400050), कालीकट (0495-2287123), चण्डीगढ़/सिमला/दिल्ली (172-2702265), चेन्नई (044-24421445/46), गंगटोक (03592-205609/10), गोरखपुर (0551-2273371), इम्फाल (0385-2452231), इटानगर (0360-2351854), कोहिमा (0370-2241586), पटना (0612-2219134), शिलॉंग (0364-2520166) श्रीनगर/जम्मू (0194-2439949), तथा तेजपुर/गुवाहाटी (03712-223174), स्थित एनआईईएलआईटी केन्द्रों के साथ
With NIELIT Centres located at Agartala (0381-2350010), Aizawal (0398-3250581), Ajmer, Aurangabad (0240-2400050), Calicut (0495-2287123), Chandigarh/Shimla/Delhi (172-2702265), Chennai (044-24421445/46), Gangtok (03592-205609/10), Gorakhpur (0551-2273371), Imphal (0385-2452231), Itanagar (0360-2351854), Kohima (0370-2241586), Patna (0612-2219134), Shillong (0364-2520166), Srinagar/Jammu (0194-2439949) & Tezpur/Guwahati (03712-223174).

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

Ref.no:NIELIT/HQ/GEN/2013/10/1813

Date: 24th July, 2015

OFFICE ORDER

NIELIT has emerged as a result of amalgamation of three major Societies viz. DOEACC Society, Regional Computer Centre (Chandigarh & Kolkata) and Centre for Electronics Design and Technology of India (Aurangabad, Calicut & Srinagar/Jammu).

At present, NIELIT has 31 Centres all over the country. NIELIT conducts examination at National Level like CCC/BCC/BCAS/CCAC/IRDA/E-vidya/WDLIP, VLE-CCC, DGE&T – NDLM etc. The national level examinations are mostly conducted on Saturday, Sunday & Holiday.

The number of candidates and the revenue earned by NIELIT during the last 4 years has seen manifold increase. The revenue has shown an upward trend from Rs. 120 crore to Rs. 250 crore during this period. This resulted in the increase in the workload of all employees of NIELIT including examination wing.

Due to shortage of manpower in NIELIT, the employees are required to attend office on Saturday/Sunday/Holiday without compensation resulting in resentment and loss of enthusiasm.

The Management Board in its 10th Meeting has approved the implementation of CBSE's LSA policy for suitable compensation to employees of NIELIT working on Saturdays/Sundays & Holidays only. The employees attending office on Saturdays/Sunday/closed holidays will mark their biometric attendance. The amount of compensation will be as per the rates given below:-

Sl.No.	Category of employee	Holidays (minimum 4 hours)
1.	Upto GP Rs. 4200/-	Rs. 350/- Per day
2.	GP Rs. 4600/- and upto GP Rs. 5400/-	Rs. 450/- per day
3.	GP Rs. 6600/- and above	Rs. 750/- per day

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

- i) It would be mandatory to work at least 4 hours on Saturday/Sunday/Holiday only.
- ii) The compensation shall be paid to all officials after verifying it from the report of the bio-metric attendance system or certificate by competent authority in the case of Centres where bio-metric is yet to be implemented.

p.t.o.

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

An Autonomous Scientific Society under DeitY

इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110 003

Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110 003

दूरभाष / Telephones - 011-24363330-1-2, 24366577-79-80 फैक्स / Fax - 011-24363335, 24363937

वेबसाइट/Website - www.nielit.in

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 for kind information
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National Institute of Electronics and
 Information Technology, Kolkata
 Director's Office

- iii) All HOWs will formulate a list of officials required to attend office on Saturdays, Sundays, holidays to the Registrar/Director (in case of Centres) and as per requirement, Registrar/Director (in case of Centre) will issue orders in this regard.
- iv) No compensatory leave will be allowed for attending the office on Saturday, Sunday & Holiday, if above compensation is claimed/paid.


(Janak Raj) 24/7/15
Registrar

Copy to -

1. All HOWs, NIELIT HQs
2. All Directors/Director-in-charge, NIELIT Centre
3. Registrar

CC: TSO/PS to Managing Director, NIELIT - For kind information

केन्द्र : अगरतला, आइजॉल, औरंगाबाद, अजमेर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी/तेजपुर, इम्फाल, ईटानगर, कोलकाता, कोहिमा/चुचुयिमलांग, लखनऊ, पटना, शिमला, शिलांग और श्रीनगर/जम्मू में स्थित
Centers at : Agartala, Aizwal, Aurangabad, Ajmer, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati/Tezpur, Imphal, Itanagar, Kolkata, Kohima/Chuchuyimlang, Lucknow, Patna, Shimla, Shillong and Srinagar/Jammu