

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/SR/E0015/Admn./595

17.04.2018

OFFICE MEMORANDUM

It is observed that employees in NIELIT Headquarters tend to apply for the facility of leave encashment along with Leave Travel Concession (LTC) in the eleventh hour, as if as a matter of an afterthought, before proceeding on LTC. The tendency results into inadvertent occurrences of such instances where the concerned employee returns back from LTC, however, requested cash equivalent of Earned Leave (along with LTC) still remains to be considered for release, hence defeating the very purpose of the facility.

2. In this regard, it may be noted that LTC Rules extend the facility of leave encashment along with LTC to Government servants with a view to provide financial assistance during LTC. Moreover, in terms of DoPT's FAQ bearing Ref. No. 21011/08/2013-Estt(AL), it is clarified that

"Sanction of leave encashment should, as a practice, be done in advance, at the time of sanctioning LTC. However, ex-post-facto sanction of leave encashment on LTC may be considered by the sanctioning authority as an exception in deserving cases within the time limit prescribed for submission of claims for LTC."

3. Based on above and in order to avoid such circumstances in future, it has been decided that henceforth all employees desirous of availing the facility of leave encashment alongwith LTC will apply for the same, thereby specifying the exact number of days of Earned Leave in respect of which encashment is desired/ intended, in their leave application for sanction to avail LTC, failing which the employee will not be allowed to request for leave encashment on LTC at a later date.


(Janak Raj)
Registrar

To

All the employees of NIELIT Headquarters

Copy to:

1. Head of Wings, NIELIT Headquarters
2. ✓ Webmaster, NIELIT Headquarters – with a request to update website accordingly

Copy for kind information to: -

The Staff Officer to the Director General, NIELIT