

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

(An ISO 9001 : 2015 Certified Organisation)


इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref. No...I-11012/1/2023-O/o Registrar (E:3121202) | 915

16/11/2023

OFFICE ORDER

With the approval of Competent Authority, Office Order No. NIELIT/HQ/GEN/2013/10/813 dated 24/07/2015 read together with O/o No. NIELIT/HQ/GEN/2013/10/665 dated 12/04/2016 (copy enclosed), issuing guidelines for compensation to employees attending office on Saturdays / Sundays / closed holidays, stands re-implemented with immediate effect.


[Rajneesh Kumar Asthana]
Registrar

To :

All officers and Officials at NIELIT HQ.

Copy to :

- All Head of Wings, NIELIT HQ – to ensure that the guidelines enumerated in earlier O/o are scrupulously followed
- Webmaster, NIELIT HQ - for Uploading of NIELIT Website
- Guard File / Office order file

Copy for kind information only :

- Director General, NIELIT
- CVO, NIELIT

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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/2013/10/813

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/WDLP, 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:-

- It would be mandatory to work at least 4 hours on Saturday/Sunday/Holiday only.
- 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.

- 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

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
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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/1665

April 12, 2016

OFFICE ORDER

In continuation to office order of even No. dated July 24, 2015 it has been decided by the competent authority that, w.e.f. April 2016 the compensation shall be paid on fulfilling following additional conditions:

- i) Certification from Executive Directors / Directors / Directors-in-charge at NIELIT Centres and HoWs at Headquarters stating that employees attending office on Saturdays / Sundays / closed holidays will be working on urgent tasks / assignments giving details of the task work to be performed by the employees on these days;
- ii) Registrar in case of HQ and Executive Director / Director / Director-in-Charge in case of Centres shall issue 'Office Order' allowing employees to attend office on Saturday / Sunday / Closed holidays;
- iii) Employees using official vehicle to attend office on Saturday / Sunday / Closed holidays will not be eligible for the compensation.

2. All other conditions stipulated in the above mentioned order remain unchanged.


[Janak Raj]
Registrar

Copy to :

1. All Executive Directors / Directors / Directors-in-Charge, NIELIT Centre
2. All HoWs, NIELIT HQ
3. IT Wing, NIELIT HQ - for website updation
4. Notice Board

cc: DG, NIELIT - For kind information

राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान
National Institute of Electronics and Information Technology
मुख्यालय, नई दिल्ली
Headquarters, New Delhi

With reference to the office order No. NIELIT/HQ/GEN/2013/10/813 dated 24th July, 2015, 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 'HOW'.

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.						

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:

- No Compensatory Leave has been claimed against the above-mentioned dates;
- No official vehicle was used on the above-mentioned dates.

Signature with Date

Name:
Desgn. :
Grade Pay :
Emp_Code :
Wing :

Reporting Officer

HOW

Note: Use separate form for separate Quarter