

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. 1(1)/2011-NIELIT (Vol. II) /1236

25/08/2018

OFFICE MEMORANDUM

In continuation to this Office's OM No. 1(37)/2010-DOEACC Soc./2044 dated 02/11/2017 and OM of even number dated 05/06/2018, it is observed that the regular employees in NIELIT Headquarters continue to proceed on leave in the eleventh hour, for reasons other than medical. To make matters worse, the employees do not apply for suitable kind of leave promptly upon joining back on duty. Such instances are not only inappropriate of an employee, but also cause avoidable delay in related official jobs. A solemn view has been taken in the matter, and all concerned are, therefore, once again requested to adhere to the following instructions/ guidelines, without fail: -

2. Notice period prescribed for applying for various kinds of leaves should be adhered to and employee should proceed on leave only after obtaining Leave Sanction Order.
3. Employee constrained to absent from duty or overstay on leave, i.e. without obtaining prior Leave Sanction Order, owing to unexpected personal exigency or other under emergent circumstances, must do so under intimation to one's Reporting Officer/ Controlling Officer over suitable accessible media including phone call/ SMS/ WhatsApp/ e-mail etc. and obtain provisional permission thereof, failing which the case is liable to be treated as absence from duty without authorization/ overstay on leave as per applicable CCS Rules, if reported, and result into initiation of disciplinary action against the employee, as per Rule. Employee must apply for suitable kind of leave promptly upon joining back on duty.
4. Requests for manually updating AEBAS records must be submitted to one's Reporting/ Controlling Officer by the immediate next working day, failing which such requests must carry proper justification/ clarification for late submission. Late submissions for manually updating AEBAS, without due justification/ clarification from the employee, will henceforth be summarily rejected and returned back to the employee's Reporting/ Controlling Officer.
5. Employees found absenting from duty or overstay on leave or late submission of leave application(s)/request(s) for manually updating one's AEBAS records, without proper justification, will be dealt strictly as per applicable CCS Rules.



(Janak Raj)
Registrar

To All the regular employees in NIELIT Headquarters.

Copy to: -

(1) All Head of Wings, NIELIT Headquarters – *with a request to ensure that none in their staff absents from duty (or deserts one's seat) without their permission secured in advance over suitable media. Any incidence of absence from duty without information/ authorisation be immediately reported to the Registrar, NIELIT/ Establishment Section, P&A Wing, so as to curb such incidences in NIELIT Headquarters.*

✓ (2) Webmaster, NIELIT Headquarters – *for uploading on NIELIT website*

Copy for kind information to: - The Director General, NIELIT

केन्द्र : अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नैई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लखनऊ, पटना, पाली, रोपड़, रांची, शिमला, शिलांग और श्रीनगर/जम्मू

Centers at : Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Lucknow, Patna, Pali, Ropar, Ranchi, Shimla, Shillong and Srinagar/Jammu
