

## राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान National Institute of Electronics & Information Technology

An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

01.06.2020

## **OFFICE MEMORANDUM**

NIELIT HQ is in receipt of requests from employees regarding grant of commuted leave for study purposes.

2. The matter has been deliberated internally taking into consideration that the rule facilitates the employee without disrupting smooth functioning of the organization. Accordingly, the following has been decided:

"Commuted Leave for study purposes may be granted to the employee if there is no EL left in his/her account during the required period otherwise, the employee shall first apply for EL for the purpose and if the available ELs do not suffice the requirement, grant of Commuted Leave, as per the rule, may be considered by the Competent Authority."

3. This issues with the approval of the Competent Authority for compliance across NIELIT.

(Janak Raj) Registrar

## To

- 1) Executive Director/Directors/Director-in-Charge of all NIELIT Centres
- 2) All Wing-Heads, NIELIT HQ
- 3) Webmaster, NHQ for uploading on NIELIT's website For knowledge of all Employees of NIELIT

## Copy for kind information to:

- 1) DG, NIELIT
- 2) CVO, NIELIT