



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