

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

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OFFICE MEMORANDUM

With reference to NIELIT's policy to compensate its regular employees for having attended duty in office on a Saturday/Sunday/Gazetted Holiday/ any other non-working day, as also contained in Office Order No. NIELIT/HQ/GEN/2013/10/813 dated 24/07/2015 and Office Order No. NIELIT/HQ/GEN/2013/10/665 dated 12/04/2016, it is observed that most of the quarterly claims received in Finance Wing in the past in this regard fail to adhere to the extant norms and guidelines, resulting into avoidable delay in the settlement of the claims.

2. Accordingly, it is reiterated that the quarterly compensation claims should be filled up properly as under: -

- (a) In-time and out-time in the claim form should be mentioned as it is as mentioned in AEBAS records. The AEBAS reports for the quarter should be enclosed with the claim form, in support.
- (b) Proof towards manual updating/ registering of attendance on duty in office should be enclosed, wherever either in-time or out-time or both are not available.
- (c) Claim should be filled up quarter-wise. Separate claim form should be filled up for another quarter.
- (d) All blanks and columns in the form should be filled up duly and properly, including the column for "the purpose of attending duty in office" and the space provided for "the amount claimed".
- (e) The claim form should be duly signed by the claimant and forwarded to **Finance Wing through proper channel** (i.e. through his/ her Reporting Officer followed by the concerned Head of Wing).
- (f) The claim form should invariably be supported by an Office Order from the Registrar in NIELIT Headquarters, thereby establishing the genuineness of

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