

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

This office has been in receipt of leave application(s) for Commuted Leave up to three days, with a request to waive the condition to produce medical certificate in support. The rule position in this connection has, therefore, been examined, and accordingly, the following is conveyed: -

- (A) That in terms of Rule 30 of CCS (Leave) Rules 1972 read with Sub-rule 6 of Rule 19 of CCS (Leave) Rules 1972, **there is no provision for waving off the condition of production of Medical Certificate** in case an employee seeks to apply for Commuted Leave, even for a single day.
- (B) In terms of Sub-rule 6 of Rule 19 of CCS (Leave) Rules, production of Medical Certificate is mandatory in case leave is sought on medical grounds, irrespective of the nature of leave applied for. However, production of medical certificate can be waived by the authority competent to grant leave for a leave applied for up to three days, in case so requested and also found reasonable by the authority. However, **the leave so granted without production of medical certificate cannot be treated as Commuted Leave.**

2. Based on above, all regular employees are henceforth required to forward medical certificate (including advice for rest and Fitness Certificate thereof) in support of leave applied on medical grounds, without fail. The condition of production of medical certificate in support can be waived by the authority competent to grant leave for leave period up to 3 days, on request. However, the nature of leave so granted without production of medical certificate cannot be Commuted Leave, and therefore, any requests for grant of Commuted Leave without Medical Certificate will be summarily rejected.


(Janak Raj)
Registrar

To All the regular employees of NIELIT

Copy to:

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings & Section Heads, NIELIT Headquarters
- (3) Respective P&A Wings of the concerned NIELIT Centres.
- (4) ✓ Webmaster, NIELIT Headquarters – *for uploading on NIELIT website*
- (5) Guard File/ Office Order File

Copy for kind information to: -

- (1) Staff Officer to the Director General, NIELIT

