

No.30-1/2012-Admn.I
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20 Ashoka Road, New Delhi – 110 001

Dated: 15th July, 2013.

Sub: Implementation of e-leave management system.

IT Cell, DoT is requested to provide requisite guidelines/training to all officers/officials working in DoT(HQ) so that e-leave management system may be implemented completely. Requisite in-puts for this purpose have already been provided by Administration Wings to IT Cell. Staff of Admn. have also taken part in the training organized by IT Cell during month of June, 2013, however, being familiar with e-leave management system, mostly by Admn. Staff, does not serve the purpose of implementation of this system. IT Cell is, therefore, requested to organize training on e-leave management system for all employees of DoT (Hqrs).


15/07/2013
(Nirmla Dev)

Under Secretary (Admn.II)

To
Director (IT)
Department of Telecom
New Delhi.

Copy to:

All employees of DoT(through Section/Branch/Division Head). It has been decided to implement e-leave management system, as such, in future, leave application will be accepted through e-leave management system only. It is, therefore, requested to contact NIC for providing login ID/password for use of e-office/e-leave management system.