

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./2015/00/001/A-435

Date: 22 OCT 2015

**OFFICE ORDER**

Leave sanctioning authorities will be as under with effect from 26/10/2015:

Type of leave	For	Sanctioning authority
Casual Leave*	Registrar & HoDs	Director
	All Officers & Jr. Engineers	Registrar
	Teaching & non-teaching staff of Departments	Respective HoDs
	Establishment/Accounts/Stores	Assistant Registrar (Admin)
	Academics/Hostel	Assistant Registrar (Academic)
	Sports	SASO
	Library	Assistant Librarian
Station Leave**	All employees	Registrar
	Registrar	Director
All other kinds of leave	Registrar & Teaching Staff	Director
	Officers & Non-teaching	Registrar

\* All Deans/Associate Deans shall inform to the Director in advance.

\*\* Daily sanction report shall be submitted for information to the Director through email on the same day.

Director

Copy to:

1. All employees of the Institute - through email
2. PA to Director
3. PA to Registrar
4. Guard File – for record only