

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./2016/00/001/A-682

Date: 22 JAN 2016

CIRCULAR

Establishment section frequently receives leave applications at the fag end rendering it difficult to put up the leave application to the competent authority and obtain approval. It is mandatory to obtain the approval well in advance from the competent authority. Following schedule for applying leave is laid down for strict adherence from 1st February, 2016:

Earned Leave/HPL/EOL	: Not less than 15 days before commencement of actual date of leave
Special Casual Leave	: Not less than 07 days before commencement of actual date of leave
Casual Leave	: before 03 days of actual date of leave
Compensatory Leave	: before 03 days of actual date of leave
Station Leave	: before 03 days of actual date of leave
Vacation	: at least 15 days before the start of vacation
Paternity Leave	: at least 05 days before the date of leave
Maternity Leave	: at least 15 days before the date of leave

In the event of emergent situation arising out at exceptional/unavoidable circumstances cropped up at the last moment, applications will be considered only with due approval of the competent authority.

Leave once sanctioned will not be cancelled unless the services of incumbent are required by the Institute authority.

All HoDs/Section Heads/Incharges are directed to submit the above leave applications to Establishment Section before 12:00 Noon of each working day for timely processing.

This is for information and strict adherence of all the employees.

Director

Copy to:

1. All employees of the Institute – through email
2. Assistant Registrar (Administration)
3. PA to Director
4. PA to Registrar
5. Guard File – for record only