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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____

TEACHING (Non-Ph.D.)

Date: _____

APPLICATION FOR SPECIAL CASUAL LEAVE (Monthly)

(authorized for Ph.D. course work only)

1. Name : _____
2. Designation : _____ E.Code: _____
3. Department : _____
4. No. of days leave required with date : From _____ To _____ /on _____ Total: _____
5. Prefixed/Suffixed : Prefixed: _____ Suffixed: _____ Total: _____
6. Station Leave required : From _____ To _____ /on _____ Total: _____
(Please fill separate station leave form after sanction of this leave)
7. Reason for Leave * : _____
8. Complete address during leave with mobile no. : _____
9. Alternate arrangements for Classes & Other Academic/Administration work:

S.No.	Date	Name of Faculty/TT	Assigned duties	Signature

* Please enclose copy of letter/email from the concerned guide/supervisor as consent for the visit.

Extract of Office Order No.A-683 dated 22/01/2016: Total 05 days SCL shall be permitted in a month and permission for station leave shall be granted for maximum 09 days in a month including leave of 05 days. Total 12 days SCL shall be permitted, if pursuing Ph.D. at places other than Roorkee, Kurukshetra, Jaipur and Delhi including intervening Saturday and Sunday provided absence from Institute not more than 16 days in two calendar months. **AVAILABILITY** of faculty/Trainee Teacher from the Institute in the running semester should be **more than 65%**.

Date: _____

Signature of employee

FOR DEPARTMENT USE ONLY

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A) Total days in the running semester: _____ **B)** Total absence (days) allowed in the running semester (35% of **A**): _____ days
C) Total accumulated absence in the running semester: _____ **D)** No. of days absence for this month: _____ **E=C+D)** Total absence: _____ days
F=B-E) Total available days in the running semester for absence: _____ **G)** Availability % (**A-E**): _____ %

i) Total accumulated Leave taken during the semester: _____ **ii)** Total no. of days for this month: _____ Day(s) **iii)** Total (i+ii): _____

Dealing Assistant

Head of the Department

Recommended Not Recommended

Recommended Not Recommended

Dean (Academic)

Dean (FW)

Approved Not Approved

Dean (Faculty Welfare)/Director

To,
Registrar Office