

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2015/001/A-17

Date: 15 APR 2015

CIRCULAR

All members of faculty are vocational staff. Vacation shall be governed by following rules:-

- i) No vacation is admissible in first year of service.
- ii) Maximum permissible vacation leave is 60 days per Academic year and is admissible only during vacation period declared for students in Academic Calendar.
- iii) Any activity during vacation under CPDA or which entitles Special Casual Leave shall be treated as Vacation leave. No leave viz. SCL/CL/EL/HPL/Commuted Leave are admissible during vacation period unless 60 days of vacation is availed for academic work.
- iv) Members of faculty who have availed deputation of a semester for course work of their Ph.D. programme shall spend atleast 45 days of their vacation leave at the Institute where they are pursuing Ph.D. and shall bring certificate to that effect, and no EL shall be admissible against this vacation leave.
- v) Un-availed vacation due to detention for official work shall be converted into Earned Leave on prorata basis as per prevailing rules.
- vi) Head of Departments shall give the vacation plan of all members of faculty before beginning of vacation based on which Office Order shall be issued. No individual application shall be entertained.
- vii) Individual application need to be submitted for any variation in the vacation plan.
- viii) At the end of vacation, HoD shall certify the availed vacation for all members of faculty.

Director

Copy to:

1. All faculty members
2. Assistant Registrar (Admin)
3. PA to Director
4. Guard file - only for record