

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./2016/00/001/ A-683

Date: 22 JAN 2016

CIRCULAR

It has been observed that faculty members and Trainee Teachers pursuing Ph.D./M.Tech. are availing Special Casual Leave extensively and their non-availability in the Institute is seriously affecting the Academic Activities of the Institute. Such faculty members and Trainee Teachers shall be permitted to avail any leave in running semester for maximum 05 days in a month and permission for station leave shall be granted for maximum 09 days in a month including leave of 05 days. These faculties should also ensure that their availability in headquarter during running semester should be more than 65%. All the faculties who are not pursuing Ph.D. should ensure availability of more than 85% during running semester. **Application for Special Casual Leave should be submitted in Establishment Section 07 days before commencement of actual date of leave.**

There are no categories in Special Casual Leave (20 days regular and 05 days per month for faculty pursuing Ph.D./M.Tech., Special Casual Leave of 20 days is permitted to all faculty members and Trainee Teachers subject to discretion of the Director. Additional leave over and above 20 days are permitted to faculty members and Trainee Teachers pursuing Ph.D./M.Tech. for continuity of their Ph.D./M.Tech. work however this does not imply that they have 80 days of Special Casual Leave permissible.

The faculty members and Trainee Teachers pursuing Ph.D./M.Tech. shall be permitted to take Special Casual Leave subject to the condition that they spent 45 days of their vacation at the Institute where they are registered for Ph.D./M.Tech. and submitted certificate to that effect.

Those who are doing Ph.D./M.Tech. at places other than Roorkee, Kurukshetra, Jaipur and Delhi shall be permitted 12 days of Special Casual Leave including intervening Saturday and Sunday subject to the limitation that they will be away from Head Quarter not more than 16 days in two calendar months.

No faculty will proceed on Special Casual Leave without receiving approval/Office Order from the authority. Copy of the approval/Office Order will be sent to the Supervisor. All faculty members and Trainee Teachers pursuing Ph.D./M.Tech. should ensure to be present in all days of sanctioned Special Casual Leave (Including Saturday, Sunday or Leave) in that Institute where they are registered for Ph.D. otherwise Prefix and Suffix will be counted as leave (CL,EL & HPL)

Director

Copy to:

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