## राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2016/001/A-367

Date: 1 7 AUG 2016

## OFFICE ORDER

It has been brought to the notice of administration that faculties who are availing Special Casual Leave are reluctant to engage lost classes as per the convenience of those faculty members who engaged their classes during the leave period.

It is moral and official responsibility of the faculties who are availing Special Casual Leave or any other kind of leave, to engage the lost classes as per the convenience of the faculty, who had engaged their classes during leave period.

Issued for strict compliances on the Instructions of the Director.

Assistant Registrar (Admin

Copy forwarded for information and necessary action to:

- 1. All faculties of the Institute through email
- 2. Assistant Registrar (Admin/Academic).
- 3. PA to Director
- 4. PA to Registrar
- 5. Guard File for record only