

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./2016/00/001/ A-600

Date: 19 OCT 2016

CIRCULAR

It is observed that employees availing Earned Leave/HPL/Commuted Leave/EOL are not submitting the Joining Report in time, inspite of written instructions. Also, incase of extension of leave in continuation to the sanctioned Earned Leave/HPL/Commuted Leave/EOL, they are reluctant to inform the Institute authority well in time.

All the employees are, hereby, directed for strict adherence and compliance to the Institute instructions, failing which action shall be taken as per CCS (Conduct) Rules, 1964.

It is further reiterated that type of leave once sanctioned can't be cancelled/altered.



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