

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2018/001/ **A859**

Date: **7 6 JAN 2018**

OFFICE ORDER

All Leave, claims, allowances and concessions shall be sanctioned by the following sanctioning authorities with effect from 01/02/2018:

| Particulars | For | Sanctioning authority |
|--|--|--|
| Casual Leave | Registrar/Deans/HoDs | Director |
| | Officers/Faculty, TTs & Non-Teaching staff of Departments/Sections | Registrar/Respective HoDs/Section Heads/Incharges |
| Special Casual Leave * | Registrar/Deans/HoDs | Director |
| | All Faculty/TTs | Dean (Faculty Welfare) |
| | Officers/Non-Teaching staff | Registrar |
| EL/HPL/Commutated Leave | Registrar/Deans/HoDs | Director |
| | All Faculty/TTs | Dean (Faculty Welfare) |
| | Officers/Non-Teaching staff | Registrar |
| Extra Ordinary Leave (EOL) | Registrar/Deans/HoDs/Faculty/TT/Officers | Director upto 06 months and Chairperson, BoG for more than 06 months |
| | Non-Teaching Staff | Registrar upto 03 months and Director for more than 03 months |
| Station Leave ** | Registrar/Deans/HoDs | Director |
| | Officer | Registrar |
| | Faculty, TTs & Non-Teaching staff of Departments/Sections | Respective HoDs/Section Heads/Incharges |
| Maternity/Paternity/Child Care Leave/LND/Child Adoption Leave/Hospital Leave | Registrar, Faculty, TTs | Director |
| | Officers & Non-Teaching staff of Departments/Sections | Registrar |
| Study Leave | All Employees | Director |
| Compensatory Leave | All Group B, C & D employees | Respective HoDs/Section Heads/Incharges |
| Contract Staff | Teaching & Non-Teaching | Respective HoDs/Section Heads/Incharge |
| Research Scholars & Project personnel | Ph.D. Scholars, SRF, JRF, Project Lecturer/Engineer/Assistant etc. | Respective HoDs/Chief Investigators/ Principal Investigators |
| LTC | Registrar/Deans/HoDs/Faculty/TT | Director |
| | Officers/Non-Teaching staff | Registrar |
| CEA | All employees | Registrar |
| CPDA/PDA | Teaching & TTs | Director |
| Medical | All employees | Registrar/Director |

NOTE: In the absence of Dean's, Associate Dean's shall be delegated the sanctioning/forwarding authority.

* Special Casual Leave monthly (SCL) plan of faculty members must be submitted before 15 days from the commencement of leave to Dean (FW) through Dean (Acad.).

** Station leave must be taken by employees as per **Rule 3-C(30A) of CCS (Conduct Rules), 1964**. Station leave record must be submitted by the respective HoDs to the Establishment Section on quarterly basis on or before 10th of first month of next quarter.

Contd.....P/2

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The time limits for submission of leave/concession shall be as follows:

| | | |
|--|---|--|
| Earned Leave/HPL/EOL/LND | : | Not less than 06 days before commencement of actual date of leave |
| Special Casual Leave | : | Not less than 06 days before commencement of actual date of leave |
| Child Care Leave/Child Adoption Leave | : | Not less than 06 days before commencement of actual date of leave |
| Paternity/Maternity Leave | : | Not less than 06 days before commencement of actual date of leave |
| Leave Travel Concession (advance subject to approval from Competent Authority) | : | at least 30 days before commencement of outward journey (if advance required) at least 12 days before commencement of outward journey (if advance not required) |

HoDs shall ensure that teaching load is taken care while sanctioning/forwarding any leave application. SCL forms of faculty & TTs shall be maintained by the Dean (Faculty Welfare) office and Office Orders shall be issued by the Registrar. All records pertaining to leave sanctioned must be submitted to the Registrar Office.

The duly forwarded leave applications be submitted to the Establishment Section before 03:00 pm of each working day for timely processing. Leave once sanctioned (except CL) can only be cancelled with the approval from competent authority.

Leave which are entered in the service book shall only be incorporated in the APAR Form.

The Casual/Station/Compensatory Leave forms including those for contract/project/scholar staff shall be maintained by the respective HoDs and record be submitted to the Registrar.

Leave cannot be claimed as right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it.

All the employees are, hereby, directed to adhere to the above instructions strictly.

This is issued with the approval from Competent Authority.


Registrar

Copy to:

1. All employees – through email
2. Assistant Registrar (Admin.)
3. Incharge (Website Maintenance) - **for upload on the website**
4. PA to Director
5. PA to Registrar
6. Guard file – for record