

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./OO/2020/001/A-278

Date:

28 JUL 2020

OFFICE ORDER

With reference to the BoG resolution vide no.BoG 25.06 dated 17/06/2020, the 15 days Special Casual Leave (SCL) shall be admissible to the faculty members/Trainee Teachers for the following affairs only:

1. Attending official meetings outside organizations i.e. for selections, academic planning, research management, coordinating committee meetings, invited lectures, conducting of Ph.D. oral examinations.
2. Presenting a paper or function as an office bearer of the conference etc. (office bearer of the conference includes chairman of a session, general reporter of a session, member of executive committee etc.).
3. Who wishes to attend a conference etc. but who is neither presenting a paper nor is an office bearer of the conference etc.
4. A faculty member could be permitted to go outside the Institute for four (04) days in any one month (non-cumulative) either for Sponsored Projects or for Consultancy or for both, but without affecting his classes or other Academic/Administrative work in the Institute. This will be in addition to the 15 days of Special Casual Leave admissible to them.

The Special Casual Leave for above affairs is admissible to the faculty members/TTs in addition to the Special Casual Leave admissible to the employees as per CCS (Leave) Rules, 1972.

The leave sanctioning authority shall ensure due diligence for the following aspects before sanctioning the Special Casual Leave:

- a) The teaching & research commitments and other administrative work of the Institute should be handed over properly.
- b) The leave applied is strictly as prescribed in the SCL provisions.
- c) The copy of invitation letter/email from host Institute/Organization is duly attached and authenticated.
- d) Any other proof which justifies the request for sanction of SCL.

This order supersedes all earlier provisions related to the grant of SCL to the faculty members/Trainee Teachers.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All faculty members – through email
2. Dean/Associate Dean (FW)
3. Assistant Registrar (Estt.)
4. Office of the Director
5. Office of the Registrar
6. Guard file - for record