

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2022/001/ **A-755**

Date: **18 FEB 2022**

OFFICE ORDER

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 Leave, claims, allowances and concessions shall be sanctioned by the following sanctioning authorities with effect from 01/03/2022:

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

* 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.).

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** 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.

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. One day Earned Leave application will be processed only if Casual Leave is Nil for the year. Post facto approval for Earned Leave will not be granted.

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.

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 (Estt.)
3. Coordinator (Website) – for update on the Institute website
4. Office of the Director
5. Office of the Registrar
6. Guard file - for record