

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

Ref. No.NITUK/Estt./2022/VL/052/A-519

Date: 31 AUG 2022

**OFFICE ORDER**

The following procedure shall be adopted for the detention of faculty during summer/winter vacation:

1. Individual Faculty shall submit the detention plan to the concerned HoD with detailed justification.
2. HoD will compile the detention plans received from the faculty members of Department and submit the consolidated detention plan to the Hon'ble Director for approval.
3. On the basis of the approved detention plan Earned Leave will be credited as per rule.
4. In the event of emergent situation arising out at exceptional/unavoidable circumstances, if any deviation is happened in the approved detention plan, the revised detention plan will be prepared by the HoD within 10 days after completion of vacation and shall be submitted to the Hon'ble Director for approval. Accordingly, Earned Leave will be credited on the basis of revised detention plan as per rule

Above instructions should be followed strictly in future for detention of the faculty and crediting of Earned Leave. In case of any violation concerned HoD shall be fully responsible.

This is issued with the instruction of the Competent Authority.



I/c Registrar

**Copy to:**

1. All faculty member/Trainee Teachers – through email
2. Dean, Faculty Welfare
3. Assistant Registrar (Estt.)
4. Office of the Director
5. Office of the Registrar
6. Guard file - for record