



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर- 831014,
NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR
(An Institution of National Importance under MHRD)

Letter. No. NITJSR/Ess./CD/2016-17/2269

Date. 21/12/2016

In supersession of earlier Office Order No.NIT(R)/8237/2010 dated 17th February 2010, it is for information of all staff members (Teaching & Non Teaching) that henceforth all kind of leave are to be sanctioned and proccsed as follows.

Types of Leave are as per the under noted Table:-

Sl. No.	Type of leave	Sanctioning Authority	Through	Remarks
1.	All Type of leave for Director	Chairman, BOG		All applications except C.L. should routed through Establishment Section
2.	C.L. for Deputy Director/ Deans/ Registrar	Director	HOD	
3.	C.L. for HOD	Dean (Admin. & FW)		
4.	C.L. for Others	Dean/HOD/HOS/ HOC		
5.	HPL/E.L./S.C.L./Special Leave/Commutated/ Leave/ Maternity/Paternity/Child Care/Hospital/ Miscarriage/Special Disability/EOL (Short) for Faculty	Dean (Admin. & FW)	HOD	
6.	HPL/E.L./S.C.L./Special Leave/Commutated Leave/ Maternity/Paternity/Child Care/ Hospital/ Miscarriage/Special Disability/EOL (Short) for Officer and Staff	Registrar	Dean/HOD/ HOS/HOC	
7.	Any Type of Leave for Going abroad for Attending Conference/Seminar/Workshop/ Symposium, etc	Chairman, BOG	Dean/HOD	
8.	Sabbatical/Study/EOL (Long)Foreign Service/Deputation	Chairman, BOG	Dean/HOD/ HOS/HOC	
9.	Quarantine Leave/LND	Dean (Admin. & FW)	Dean/HOD/ HOS/HOC	
10.	Dies-on Leave	Dean (Admin. & FW)	Registrar	

[Signature]
21/12/2016
Registrar /c
[Signature]
21/12/16

Memo No. NITJSR/ESS./CD2016-17/2269-

Dated. 21/12/2016

Copy forwarded to:-

01. The Office of the Director, NIT, Jamshedpur for favour of kind information
02. The Office of the all Deans/HODs/HOCs/HOSs/Warden through Chief Warden, NIT, Jamshedpur.
03. The Office of the Finance Officer, NIT, Jamshedpur
04. The Office of the Dy. Registrar (Estt.), NIT, Jamshedpur
05. The Office of the PIC Institute Website, NIT, Jamshedpur kindly paste on the Institute Website.