



National Institute of Technology Calicut

NITC/P1/416/Circular/2012

12 5 MAY 2020

CIRCULAR

Sub: Guidelines for monitoring of leave applications and absentee statement etc – reg.

Procedure of applying leave

In view of the recent amendments in the leave rules, a few points with respect to the leave applications, its approval process etc. is mentioned hereunder for clarity, uniformity and smooth process

- All types of leave should ideally be applied prior to taking leave. However, in case of emergencies leave can be taken after due intimation to the reporting head.
- The leave application for Earned leave (EL), half pay leave (HPL), commuted leave (Comm. L), leave commuted for Medical purpose (Med. L), Maternity leave (Mat. L), Paternity leave (PL), Child Care leave (CCL) etc. should be in the format as available in the DSS of the institute website.
- All leave applications should be duly recommended/approved only by the Head of the Department/Reporting head of the section and forwarded immediately to establishment section except in case of CL and RH applications.
- All CL and RH application may be sanctioned by the HoD/Reporting head and necessary entries made in the Registrar of leave maintained in departments/sections
- After availing the leave (for all leave except CL and RH), on joining back to duty, the joining report duly forwarded by the HoD/Reporting head shall be submitted to the Establishment section.

The heads (or) in charge of the respective departments/sections are requested to ensure that the above points are being complied with by the employee reporting under them

.....Contd. 2

