F.NITA.13 (CSE-7)/MIS/Requisition/2019 /1752-58   Dt- 07.06.2022

CIRCULAR

The institute has decided that the employees who leave the station, during general holidays, weekends or vacations should apply for headquarter leave. Those who want to avail vacation in between retention period, but do not leave station, also should apply through the head quarter leave. The online application procedure and the headquarter leave sanctioning authorities are mentioned below:

The employees should apply for headquarter leave and hand over their administrative charges from their MIS account using the undermentioned link.

Login: Establishment: Transactions: Head Quarter Leave.

1) The Flow path of application with approving authority for the headquarter leave :

    a) Faculty who have institute responsibilities: Faculty→HOD→Dean FW→**Director** (approving authority)
    b) Faculty who do not have institute responsibilities Faculty→**HOD** (approving authority)
    c) Staff with institute responsibilities Staff→Department/Section Head→Registrar→**Director** (Approving Authority)
    d) Staff without institute responsibility Staff→**Department/Section-Head** (approving authority)
    e) Sectional Heads Non-Faculty→Registrar → **Director** (approving authority)
    f) Sectional Heads Faculty→HOD→ fean FW → **Director** (approving authority)

Registrar 03-06-22
NIT Agartala

Copy to:-

1. The PS to the Director, NIT Agartala for kind notice of the Director.
2. All Deans, NIT Agartala.
3. All HODs, NIT Agartala.
4. FIC MIS, NIT Agartala.
5. System Administrative to upload the same in the Institute Website.
6. All Sectional Heads, NIT Agartala

Registrar 03-06-22
NIT Agartala