



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala
AGARTALA - 799 046 (TRIPURA)

F.No.NITA.3(3-GEN)/2018/(Vol-II)/8298-302.

Dated 14 / 11 / 2019

CIRCULAR

As per approval of the Competent Authority Circular vide No.F.NITA.3(4-GEN)/2018/6059-64 Dated 04/09/2019 the existing Leave Format of NIT Agartala has been modified for implementation.

Therefore, all are requested to apply their leave in the revised Leave Format which is available on the Institute Website.


REGISTRAR
NIT Agartala

To
All Concerned.

Copy to :

- 1) The P. S. to the Director, NIT Agartala for kind notice of the Director.
 - 2) All Deans, NIT Agartala.
 - 3) All HoDs, NIT Agartala.
 - 4) All Section in Charge/Branch in Charge, NIT Agartala.
 - 5) Guard File.
- 6) Mr. Kamal Kanti Pal, for uploading in Institute Website.


REGISTRAR
NIT Agartala



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA – 799046 (TRIPURA)

No.F.NITA.3(4-GEN/15/shadow-1/ 9327-33

Dated, the _____ 2018

CIRCULAR

It is hereby informed to all concerned that a Format for all kinds of leave has been devised for implementation. Therefore, all are requested to apply their Leave in the prescribed Format, which is available on the Institute website.

All Departments/Sections are requested to maintain the Leave Record in the Logbook/Register of all categories of employees and the same be submitted to the Estt. Section on 20th of every month for its record.

The above said circular is implemented with immediate effect.


(DR. GOVIND BHARGAVA)
REGISTRAR

Copy to:

1. PS to Director for kind information of the Director.
2. All Deans, NIT Agartala.
3. All HoD, NIT Agartala.
4. Dy. Registrar (Admn.) i/c, NIT Agartala.
5. Asstt. Registrar (Finance), NIT Agartala.
6. All Section/Branch Incharge, NIT Agartala.
7. Mr. Kamal Kanti Paul, System Administrator, NITA to arrange uploading the above Circular alongwith newly devised Leave Application Form on the NITA Website immediately.


REGISTRAR