



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
Barjala, Jirania, Agartala – 799046 (Tripura)

F.NITA/13(CSE-7)/ MIS/Requisition /2019 /3125-30.

Dt- 14-06-2022

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CIRCULAR

The vacation staff of the Institute, who has administrative or academic administrative responsibilities, may apply for retention during the vacation. They should apply for retention with proper justification from their MIS account using the under mentioned link.

Login: Establishment: Transaction: Apply Retention

The flow path of application with approving authority for the retention is:

Faculty→HOD→Dean FW→Director (approving authority)

In case a faculty is unable to attend his duties during the retention period, the same should be applied in the Head quarter leave **Login: Establishment: Transaction: Head Quarter Leave.**

DBhalla
Registrar 14-06-22
NIT Aagrtala

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 Administrator to upload the same in the Institute website.
6. All Sectional Heads, NIT Agartala

DBhalla
Registrar 14-06-22
NIT Aagrtala