



# राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

An Institute of National Importance  
Barjala, Jirania - 799046 (West Tripura)

F.NITA.3 (4-Gen)/2018/L/16881-66.

Dated: 26/12/2023

## OFFICE ORDER

Based on approval of the competent authority delegation of power for sanctioning leaves are as follows;

Sl. No.	Name of the leave	Leave sanctioning authority			
		Registrar	HoD	Dean	Director
1	Casual Leave	All employees under Registrar.	All faculty and employees of the concerned deptt.	All employees under respective Dean's office.	<ol style="list-style-type: none"><li>1. Deans.</li><li>2. HoDs through Dean FW.</li><li>3. Chief Warden.</li><li>4. Registrar.</li></ol>
2	Earned Leave & HPL	All employees under Registrar. (6-12 days)	All faculty and employees of the concerned deptt. (upto 5 days)	All employees less faculty of concerned Dept. - Dean All faculty- Dean (FW). (6-12 days)	<ol style="list-style-type: none"><li>1. Deans.</li><li>2. HoDs through Dean FW.</li><li>3. Chief Warden.</li><li>4. Registrar.</li><li>5. All other leaves beyond the power as delegated (in the row).</li></ol>

- Leave of all other kinds will continue to be processed as per existing practice.
- All sanctioning authority must abide by the CCS (Leave) Rules 1972 while sanctioning the rules.
- CL & SCL for contractual employees will be approved by the concern section Head.
- FIC MIS is requested to modify the process flow accordingly on the MIS of the Insitution.

  
REGISTRAR  
NIT Agartala

### Copy to:-

- 1) P.S to the Director for kind information, NIT Agartala.
- 2) All Deans/HoDs, NIT Agartala
- 3) All Dy.Registrars/All Asstt. Registrars/All Sectional Heads.
- 4) Faculty In-Charge, MIS, NIT Agartala.
- 5) Chairman, Website & Networking NIT Agartala for uploading the same in the Inst. Website.
- 6) Guard File.

  
REGISTRAR  
NIT Agartala