



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office of the Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

No. *RMS/307/24*

Date: *07/08/2024*

Notice

It has come to notice that some of the faculty members are submitting leave applications for permission of station leave during the weekend/holiday(s). Sometimes, it happens that owing to administrative constraints, such applications are not recommended/approved by the concerned authorities, before the date of commencement of the station leave of the faculty members.

It has, therefore, been decided that in case station leave is applied by the faculty member, and if no objection/observation is made by any authority including his/her HOD, the faculty concerned may proceed on station leave with an intimation to the respective HODs, in anticipation that the station leave applied for, would be sanctioned by the competent authority, without waiting for approval of the said leave.

This instruction will be applicable in case of station leaving permission only, however the existing instructions will remain the same in case of other kinds of leave.

This is for information and necessary compliance by all the faculty members.

This is issued as per the instructions of the Competent Authority.

Sd/-
(Dr. H.P. Sharma)
Registrar (Acting)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Heads of the Departments/Schools/Centres
3. All Officers
4. Record Section
5. Institute website
6. File copy

[Signature]
07/08/2024
(Dr. H.P. Sharma)
Registrar (Acting)