

DIRECTOR'S SECRETARIAT

NOTICE – 120/2024

LEAVE SANCTION

1. It is observed with concern that some staff do not apply leave in time to regularize the leave which has already been availed without prior sanction. In few cases, the staff had to be asked to apply for leave to regularize the absence.
2. In many cases leave applications are received after publication of LWP list or even after one month from availing the leave.
3. It is hereby directed to apply for EL/ CL well in advance before proceeding on leave. Sick Leave applications to be submitted within 48 hrs of availing the same. Late submission of leave applications will be treated as LWP and no leave will be entertained after preparation of LWP list, if leave is availed before 25th of every month.
4. Recommending Authority. Recommending authority is requested to forward the leave applications duly recommended within 03 working days.

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: ³⁰ Aug 2024


(MK Prasad)
Colonel
Jt Director
For Director

Distribution :-

Director } - For info please
Principal }

HOD Comp
HOD IT
HOD E & TC
HOD ASGE
HOD Mech
Registrar
Placement Cell
IQAC
Project Office
Central Stores
Physical Director
Maint I/C
MI Room

Admission
Library
Accounts Section
Exch
Estate Supvr
Wardens
Website I/C

1/16 = 7.50
2/16 = 11.11
3/16 = 14.22
4/16 = 17.33
5/16 = 20.44
6/16 = 23.55
7/16 = 26.66
8/16 = 29.77
9/16 = 32.88
10/16 = 35.99
11/16 = 39.10
12/16 = 42.22
13/16 = 45.33
14/16 = 48.44
15/16 = 51.55
16/16 = 54.66