



National Institute of Technology Calicut

NITC/P1/416/Circular/2012

12 5 MAY 2020

CIRCULAR

*Sub: Guidelines for monitoring of leave applications and absentee statement etc – reg.*

**Procedure of applying leave**

In view of the recent amendments in the leave rules, a few points with respect to the leave applications, its approval process etc. is mentioned hereunder for clarity, uniformity and smooth process

- All types of leave should ideally be applied prior to taking leave. However, in case of emergencies leave can be taken after due intimation to the reporting head.
- The leave application for Earned leave (EL), half pay leave (HPL), commuted leave (Comm. L), leave commuted for Medical purpose (Med. L), Maternity leave (Mat. L), Paternity leave (PL), Child Care leave (CCL) etc. should be in the format as available in the DSS of the institute website.
- All leave applications should be duly recommended/approved only by the Head of the Department/Reporting head of the section and forwarded immediately to establishment section except in case of CL and RH applications.
- All CL and RH application may be sanctioned by the HoD/Reporting head and necessary entries made in the Registrar of leave maintained in departments/sections
- After availing the leave (for all leave except CL and RH), on joining back to duty, the joining report duly forwarded by the HoD/Reporting head shall be submitted to the Establishment section.

The heads (or) in charge of the respective departments/sections are requested to ensure that the above points are being complied with by the employee reporting under them

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### Absentee statement

The absentee statement is a monthly statement to be forwarded by the reporting heads/in-charge of the respective departments/sections. After verifying the leave submitted by the employees and making necessary records in the service book, the statement is to be forwarded to the accounts sections for crediting the salary of the employees accordingly. The below mentioned points are to be adhered to in the case of absentee statement:

- ✓ The absentee statement from the department(s) should reach Establishment Section latest by 20<sup>th</sup> of every month (absentee statement should cover the period from 21<sup>st</sup> of the previous month to 20<sup>th</sup> of the current month) along with the leave applications (if any) pending for that month.
- ✓ The absentee statement will be duly verified with available leave applications and then forwarded to accounts section for further processing of the salary.
- ✓ The employees/departments with respect whom the leave application and absentee statement are not received by Establishment section by the due date will not be forwarded to Accounts section for processing of the salary.

A format of leave application, joining report and absentee statement is enclosed herewith which is also uploaded in DSS.

  
Registrar

To

- 1) All Deans/HoDs
  - 2) Reporting heads/in-charge of all section/units/centres
  - 3) All employees through mail
  - 4) PA to director – for Kind information to the Director
- For compliance of the above and informing to the employees reporting to them in their respective section/departments*