

# NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

## ESTABLISHMENT SECTION

No. Estt/Misc-1/17/ 4401-31

Date: 09/07/19

## CIRCULAR

**Sub: Application for grant of Earned Leave**

All the Employees of the Institute are to apply for Earned Leave as well as for Station Leave Permission at least 15 (fifteen) days prior to the date of availing such leave

  
REGISTRAR

Copy for information and action where necessary to:

1. PA to Director for kind information of the Director
2. All Deans / HoDs / In Charge Sections, with a request to circulate the notice amongst the employee of the institute.
3. Dr. Ripon Patgiri, FIC Institute website with an instruction to upload the same in the institute website.
4. All Notice Board
5. Guard File for record