



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

Ref. No.: NITMGH/ES/NOT/Vol.IX/2023-24/..3.2.6.9

Dated: ..14../..3../2024

OFFICE ORDER

This is to notify that the following leave rules shall be implemented which shall be applicable only to the newly appointed employees (Faculty & Non-Faculty) during their probation period with retrospective effect from 1st November, 2023: -

Sl. No.	Type of Leaves	Rule(s)
1	Casual Leave (CL)	2 (two) days will be credited at the beginning of every quarter. (8 days in a year).
2	Earned Leave (EL)	2.5 days will be credited at the end of each month. {30 (thirty) days in a year}. However, newly appointed employees cannot avail ELs during probation. Emergency cases will require the approval of the Competent Authority.
3	Half Pay Leave (HPL)	1.5 days will be credited at the end of each month {rounded to 20 (twenty) days in a year}. However, newly appointed employees cannot avail HPL during probation. Emergency cases will require the approval of the Competent Authority.
4	Vacation Leave (VL)	Vacation Leaves cannot be availed during the entire probation period.

Any other type of leaves and combination of leaves will be as per the existing norms and approval of the Competent Authority.

Leaves availed by the newly joined faculties, if any, will be adjusted accordingly.

This issues with approval of the Competent Authority.


(Dr. B. Chakravarty)
Registrar

Copy Forwarded to: -

1. Director's Office, for information of Director, NIT Meghalaya.