


DIRECTOR'S SECRETARIAT

INTER OFFICE NOTE

REVISED AUTHORITIES FOR SANTIONING OF LEAVE UP TO 7 DAYS
AND INTRODUCTION OF NEW LEAVE APPLICATION FORMAT

1. The authorities for sanctioning and approval of leave up to 7 days have been revised.
2. The revised sanctioning authorities for leave up to 7 days is enclosed as Appx A.
3. Henceforth, details of leave availed during the current year will be mentioned in the application form. A new format of leave application form is forwarded herewith as Appx B. All will use the new leave application format while applying for leave. Henceforth leave application on old format will not be accepted.
4. The above will come into force with immediate effect.


(KE Vijayan)
Colonel (Retd)
Joint Director
For Director

Distribution:-

Director }
Principal } - For info please

HOD Mech
HOD Comp
✓ HOD IT
HOD E & TC
HOD ASGE
Registrar
Placement Cell
Project Office
Central Stores
Accounts Section

Exch
MT Section
Maint Section
Library
Rector
Warden NBH-I
Warden NBH-II
Warden GH
Physical Director
Website I/C

APPX - 'A'

ARMY INSTITUTE OF TECHNOLOGY
SANCTIONING AUTHORITIES OF LEAVE

1. At present leave is sanctioned by Director, Jt. Director & Principal.
2. To empower HODs & Section I/C, following pattern of sanctioning & approval of Leave (≤ 7 days) is proposed :-

Sr. No.	Designations / Post	Recommending Authority	Approving Authority	Remarks
1.	Principal / Jt Director		Director	CL / SL / EL / PL up to 7 days -
2.	HOD's / TPO / Registrar / Physical Director	Principal	Director	
3.	Assoc Prof. / Professor	HOD	Principal	
4.	Asst. Professor	Dept. Sr. Faculty appointed by HOD	HODs	
5.	Librarian	OIC Library	Principal	
6.	Rector	Chief Rector	Jt Director	
7.	Warden	Rector, Chief Rector	Jt Director	
8.	Programmer / Tech. Asst. / Lab Asst.	Professor I/C Lab	HOD	
9.	Peon / Attendants	Dept. Sr. Faculty appointed by HOD	HOD / Section I/C	
10.	Section I/C - Accountant, OS, Estate Offr, Maint I/C		Jt Director	
11.	Clerks of Main Office		OS	
12.	Others - Exchange Personnel, Asst Store Keepers, Gardner, Drivers		Estate Offr.	
13.	Maint. Staff		Maint I/C	
14.	Clerks of Registrar Office		Registrar	
15.	Hostel Attendants / Peons	Warden	Rector	
16.	Clerk / Attendants of Library	Librarian	OIC Library	
17.	Clerk / Attendants of TPO		TPO	

- I. In case applied leave period is more than 7 days, the same needs to be approved by Principal / Jt Director / Director.
- II. Prior approval for On Duty Leave is required from Principal / Jt Director / Director.
- III. Compensatory Off for all employees will be approved by Director, AIT.
- IV. Vacations will be approved by Principal.
- V. Officiating HOD will not sanction any leave.

by [Signature]
12/7/11

Application No. _____



**ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS, PUNE - 411 015**

LEAVE APPLICATION

1. Dr/Mr/Mrs/Miss _____ Designation _____ Emp No _____
Dept _____ hereby request for _____ day(s) CL/PL/SL/EL/Comp off _____
on _____ to _____ due to _____ reasons.

2. Leave availed this year _____ CL, _____ SL, _____ PL, _____ EL, _____ Comp off.

Date :

(Signature of individual)

Application No. _____



LEAVE APPLICATION

1. Dr/Mr/Mrs/Miss _____ Designation _____ Emp No _____
Dept _____ hereby request for _____ day(s) CL/PL/SL/EL/Comp off _____
on _____ to _____ due to _____ reasons.

2. Leave availed this year _____ CL, _____ SL, _____ PL, _____ EL, _____ Comp off.

Date:

(Signature of individual)

REMARKS BY HOLDER OF LEAVE RECORDS

- (a) Leave admissible and in order. Information received by Mobile/SMS/Verbally/through HOD.
- (b) Leave not admissible hence recommended to e treated as _____.
- (c) Entry endorsed in leave record vide _____.

Date :

(Office Supdt)

REMARKS BY RECOMMENDING & SANCTIONING AUTHORITIES

Recommended/Not Recommended

Date :

(HOD /Section IC)

Sanctioned/Not Sanctioned

Date :

(Director/Jt Director/Principal/HOD/Section IC)