

DIRECTOR'S SECRETARIAT

NOTICE - 75/2019

AVAILING OF SICK LVE

1. Ref discussion during HoDs' Meeting dated 31 Jul 2018.
2. It has been noticed that number of employees trend to avail Sick Leave one day before or after Holiday/ Week-ends with the aim of extending week-ends. This is clearly violating the spirit of grant of Sick Leave. In most of the cases, it has been observed that, HsoD are being informed of the Sick Leave few minutes before the commencement of classes.
3. It has now been decided that such leave taken by employees (immediately prior or post holidays) will be automatically converted to Casual Leave, unless following procedure is followed :-
  - (a) Production of proper certificate by authorized medical officer recommending Sick In Quarters for the ailment.
  - (b) Ensuring proper adjustment of work load to be done by the employee availing Sick Leave, duly certified by the HoD.
4. In case no CL is balance for the employee, then the absence will be treated as Leave Without Pay (LWP).
5. For strict compliance by all concerned.

File No : AIT/0075/Notice/Adm


Army Institute of Technology  
Dighi Hills, Pune - 411015

Date 7 Aug 2019

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(Abhay A Bhat)  
Brig (Retd)  
Director