



राष्ट्रीय प्रौद्योगिकीसंस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institution of National Importance under Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796 012

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No. NITMZ/Estt./25/2017/2161

Date: 22 OCT 2021

CIRCULAR

Reference: No. NITMZ/Estt./25/2017/856 Dated: 15th October, 2020
No. NITMZ/Estt./25/2017/1376 Dated: 10th March, 2021
No. NITMZ/Estt./25/2017/1558 Dated: 13th May, 2021

This is to reiterate Order(s)/Circular(s) issued related to Availing of Leave/Vacation & Submission of Joining Report for all the Employees (Officers, Faculty & Non-Teaching) of NIT Mizoram as below:

1. All the employee of the Institute shall ensure that they obtain the sanction of leave from the competent authority, prior to proceeding on leave. All leave applications are to be submitted well in advance, preferably 2(two) weeks prior to the leave period and see that the leave applied is sanctioned.
2. In order to apply/avail Commuted Leave on Medical ground, all the employee of the Institute shall submit Medical Certificate (in Form 3) given by the an Authorized Medical Attendant for Group A Officers and Medical Certificate (in Form 4) given by the Authorized Medical Attendant for all employees in Group B & C defining clearly the nature and probable duration of illness as per Rule No. 19 of CCS (Leave) Rules, 1972. Fitness Certificate vide Form 5 shall be submitted at the time of joining by all employees.
3. All the employee of the Institute availing any kind of leave (Casual Leave, Special Casual Leave, Earned Leave, Commuted Leave with Medical Certificate, On Duty Leave with Order, Paternity Leave, Maternity Leave, Child Care Leave, Study Leave) with/without station leave permission shall submit the joining report vide the standard forms to the Registrar through the respective HoDs/Section Heads for further approval of the Director.
4. If an employee is absent on account of leave/training/tour etc., and if the absence does not cover full calendar month(s), Transport Allowance & SDA will be admissible for full month.

However, Special Duty Allowance shall not be admissible during the periods of leave/training/tour etc. beyond full calendar month(s), in case, the employee is outside the North-Eastern Region and Ladakh during leave/training/tour etc. The allowance shall not be Admissible during suspension and joining time

vide Govt. of India, Ministry of Finance, Department of Expenditure OM No. 11/1/2017- E.II (B) dated 18.07.2017.

Further, if an employee is absent from the Headquarters for full calendar month(s) during leave/deputation abroad/tour, he/she will not be entitled to Transport Allowance during that/those calendar month/months vide Govt. of India, Ministry of Finance, Department of Expenditure OM No.21/5/2017 - E.II (B) dated 07.07.2017.

Forms related to Leave are available in the Institute's website:
www.nitmz.ac.in

All fraternity of the Institute are informed to scrupulously follow the said instructions as above.

sd/-(Dr. LALTHANCHAMI SAILO)
Registrar
NIT Mizoram

Copy to:

1. Director's Personal Branch
2. Registrar's Personal Branch
3. Deans (Acad, FW, R&C, SW)
4. All HoDs - with a request to bring to the information of all Faculty and Non-Teaching Staff of respective departments
5. Executive Engineer (Civil)
6. Asst. Librarian, Central Library
7. Superintendent - with a request to circulate among the Administrative Non-Teaching Staff
8. Notice Board
9. Concerned File
10. Order File


(LALTHIANGHLIMI ZOTE)
Deputy Registrar
NIT Mizoram