

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR

NOTICE

No. RCOEM/GAD/2016/63483

Date : 19th December 2016

Ref.: Notice dated 10.02.2015.

Attention is invited to notice dated 10.02.2015 of all Teaching and Non-Teaching staff members. It is observed that the administrative instructions are not being followed by the several Staff Members while applying for long leave. All staff members are instructed to follow the administrative instructions scrupulously issued by the Notice as under:

"It has been decided as a policy that the staff members can avail maximum 15 days leave at a time with prior permission of the competent authority. In exceptional circumstances, the leave can be sanctioned as a special case for more than 15 (fifteen) days, considering the reasons of the leave".

Serious note shall be taken, if these instructions are not complied by the staff members.


(DR. RAJESH PANDE)
PRINCIPAL

Copy to :-

1. All Deans
2. All Heads of Departments
3. All Functional Heads

For information. They are requested to circulate amongst the staff members. Before proceeding on leave, staff member should apply in writing to the Principal through HOD with his specific remarks. After approval of the Principal, staff member shall apply online for leave. Same procedure should apply for extension of leave, if extension is for long duration. In absence of above procedure, HOD should not permit the staff member to proceed on leave.