

ACET / Reg 2019 / 1182

Amritsar College of Engineering and Technology,
Amritsar
Circular

Dated: 19.06.2019

The Management of the College has decided that no staff member will be granted any leave in advance, in future.

It was also decided that the staff will submit the leave application preferably before availing the leave or in case of emergency, on the day of joining duty, after availing the leave.

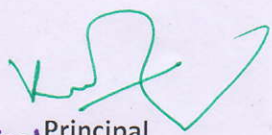
In case the staff is on medical leave, he/she will have to submit the leave application alongwith medical and fitness certificates within three days from the date of joining duty.

If any staff member fails to do so, it would be automatically treated as Leave Without Pay.

Deans and HODs (Teaching and Non-Teaching Deptts.) are required to ensure that the above instructions are strictly followed by the staff members working under them and also avoid to send any case duly recommended against the above instructions.

This may be treated as Most Urgent please.

1. Deans
2. Heads (Teaching and Non-Teaching Deptts.)
3. OSD to Chairman, for information please
4. PA to MD/Principal


Principal, Principal
Amritsar College of Engg. & Tech
AMRITSAR.

19-6-19