



NADIMPALLI SATYANARAYANA RAJU INSTITUTE OF TECHNOLOGY



(Approved by AICTE, New Delhi || Affiliated to JNTUK, Kakinada || 9001:2008 Certified Institute)

Recognized under Section 2(f) of the UGC Act, 1956 || Accredited by NAAC with 'A' Grade (3.10/4.00)

SONTYAM, ANANDAPURAM, Visakhapatnam-531173

NSRIT/CIR/staff/2017-18/075

Date: 11.12.2017

CIRCULAR

Sub: Guide Lines – sanction of **Medical Leaves (ML)** – Regular Staff of NSRIT
Regarding.

Ref : Approved Office Note , Dt. 11-12-2017 & NSRIT Service Rules , 2017.

In view of keeping the welfare of staff, we are proposed to sanction of **Medical Leaves (ML)** to the regular Staff of NSRIT as per the guide lines.

1. The staff who have finished the two years of service in NSRIT are eligible for availing the ML.
2. **05 Medical leaves per Year** will be sanction with full pay once in a year and further these leaves will not be carry forward.
3. These leaves are sanctioned to the staff that are admitted in hospital and get treatment as an inpatient and the ML application has to submit to HOI through HOD with all necessary proofed documents.

All Heads of the departments are requested to follow the above said guidelines before forwarding the ML form to the Principal office.

Principal
(Dr. B.V.R.Ravi Kumar)

- Copy to :
1. General Secretary & Coorespondent
 2. All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA /Polytechnic Vice Principal/Poly. Coordinators
 3. Vice Principal & Assistant Principal
 4. A.O.: for information
 5. Account Section
 6. Front Office// NSS//Physical Director//Library// T & P