	S J P N Trust's Hirasugar Institute of Technology, Nidasoshi <i>Inculcating Values, Promoting Prosperity</i> Approved by AICTE, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi. Accredited at 'A' Grade by NAAC Programmes Accredited by NBA: CSE, ECE, EEE & ME.	Principal
		EST
		Office

HIT/NDS/EST/1102/2019-20


Date: 27-02-2020

CIRCULAR

All the Staff members are here by informed to follow the following rules for availing leave.

1)	Submit leave application duly signed by concerned HOD to Office Superintendent in advance.
2)	Leave application without HOD approval/signature and submission after availing leave will not be considered.
3)	If any staff does not sign in the muster after half an hour of reporting time shall be treated as Leave without pay.

All are required to adhere to above rules.


 27/2/20
 Dr. S.C. Kamate
 Principal

Copy to:

1. All HODs & request to circulate among staff
2. Est.copy