



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under MoE, Govt. of India.

OFFICE ORDER

Imphal, the 28th March, 2025

No. NITM.1/(7-Estt)/Order/2024/229 All employees (regular, contractual, and outsourced) of the institute are hereby directed to submit their leave applications/ leave forms to the competent authority only through their respective Head of the department or Controlling Officer. Leave form/ application not forwarded by the HOD/ Controlling Officer will not be accepted/ considered.

It is also further directed that no employee should proceed on leave before it is approved/ sanctioned by the competent authority except in cases of emergency.

This is issued with the approval of the competent authority.

(Prof. Kh. Tomba Singh)
Registrar
NIT Manipur

Copy for kind information to:

1. PS to the Director, NIT Manipur.
2. All Deans, NIT Manipur
3. All HoDs, NIT Manipur for kind info and circulation
4. All Section Heads for kind info and circulation
5. All Outsource Agencies for kind info and circulation
6. All Employees (Regular/ contract/ Outsource)
7. Technical Officer, NIT Manipur for uploading in the website
8. Notice Board
9. CF/GF/ PF