



TECHNOCRATS INSTITUTE OF TECHNOLOGY



(Run by Chandravadani Mahila Shiksha Samiti, Bhopal)

Approved By AICTE New Delhi & Govt. of Madhya Pradesh

Affiliated To Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal

Anand Nagar, P.B. No. 24, Post Piplani, BHEL, Bhopal-462021

Ph. No.- 2751679 Fax- 0755-2751679 E-mail: titbhopal2000@gmail.com, Website: http://technocratsbhopal.net

No.: TIT /Office Order/2023/29

Date: 03/07/2023

OFFICE ORDER

Subject: Maternity and Medical leaves.

It is to notify again, to all concern that as per the leave rules given in service rulebook of the institute, staff can avail maternity and medical leaves as per detail given below: -

SN	Type of leave	Sanction Duration of leave	Remark
1	Maternity leave	3 months	leave with salary
2	Maternity leave	6 months	3 month leave with salary and further 3 month with partial salary
3	Medical leave	1 month	Leave with salary for serious disability
4	Medical leave	15 days	Leave with salary for partial disability

Staff can avail leaves on submission of valid documents relevant to leaves.

Copy to:

1. All HOD for circulation
2. Vice-Principal for circulation
3. Registrar
4. Account section
5. Library

Director
Technocrats Institute of Technology,
Bhopal