


## NOTIFICATION

Maheshkhola, 25/04/2025

F.No.TIUT/01/06/NOTIF/2024-25-Admin/ 1233 It is for information of all concerned that pending the official confirmation of end of probation period of the employees of TIUT, are now entitled to 1 (one) day leave per month, resulting to 12 (twelve) days per year, on pro rata basis and not more than 3 (three) days can be availed at a stretch.

Further, such leave account of 12 (twelve) days shall be renewed in the month of January of every calendar year. Balance leave in leave account (if any) of previous year shall cease to exist in January of the following year. This scheme shall be effective from the month of April, 2025, proportionately resulting to 9 (nine) days of leave till **December, 2025**. This scheme shall be in effect until further notification.

This notification is issued with prior approval of Hon'ble Vice - Chancellor, TIUT.

  
(Somnath Roy)  
Registrar (i/c)

**Copy to:**

1. PA to VC, TIUT for kind information to Hon'ble VC, TIUT.
2. Deputy Director, TIG for kind information.
3. HR Head, TIG for kind information.
4. Dean (Academic Affairs), TIUT for kind information.
5. Dean (School of Humanities and Social Sciences), TIUT for kind information.
6. Dean i/c (School of Engineering and Technology), TIUT for kind information.
7. Finance Officer, TIUT for kind information.
8. Controller of Examination (i/c), TIUT for information.
9. All Teaching and Non-Teaching staff members of TIUT for information.
10. Website (i/c), TIUT for uploading this to TIUT's website.
11. Notice Board.
12. Guard File.

  
Registrar (i/c)