

IIITDMJ/ODRSPC/2024/...114

June 19, 2024

### **NOTIFICATION**

It is hereby informed to all that the attendance of the project staff will be maintained by the respective disciplines. Casual leaves will be forwarded by the PI and approved by the Head of the discipline. The record for the CL is to be maintained by the discipline. Annual leaves, Medical leaves, and Duty leave applications forwarded by the PI through the Head of the discipline will be approved by the Dean RSPC. The leave record in such cases will be maintained by the RSPC office.

The above changes will be effective from July 01, 2024.

This is issued as per the approval of the competent authority.



Shailesh Sharma  
AR RSPC

Copy to:

- Director
- All PICs/Heads of Disciplines/Registrar
- All Faculty/officers/Staff

} For kind information, please.