

Leave Policy

- A mail to be sent at least two weeks in advance for long vacation (10 days & more)
- A mail to be sent at least one week in advance for short vacation (less than 10 days)
- A mail to be sent to cenfoc with the following content:
 - ♣ Name of staff/student
 - ♣ Project Code No. / Roll No.
 - ♣ Duration of leave
 - ♣ Detail of Critical Tasks which need to be attended to during your absence period, Faculty in Charge of task and the Alternative arrangement made
- FOC will review and sanction the leave by sending a 'permission granted' mail. After that a mail needs to be sent to censtudent, censtaff, cenfoc with the same above mail contents.
- Staff must continue to apply leave online on 'drona' as per the existing practice after the leave is sanctioned.
- In case of an unplanned leave, a phone call needs to be made to Micro E Office – 02225723655 leaving a message to inform the concerned persons(who will substitute for your duties/will help in organizing an alternative arrangement).
- **Please fill up the [Leave Application Form](#) after permission is granted. This is mandatory.**