



# राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

Establishment Section				
S. No	Details of the service	Requirement from the stakeholders	Check List	Maximum processing time for the office
1.	Leave Application s(except CL/SCL)	Application for leave (except CL/SCL) be submitted at least 10 days before the commencement of leave, through HoD / Section In-charge	<ol style="list-style-type: none"><li>1. Leave application duly forwarded by the HoD/ concerned.</li><li>2. Current family details for sanction of paternity leave/maternity leave.</li><li>3. Supporting documents, if any.</li><li>4. Leave entitlements as per Statutes of the Institute and notices issued from time to time.</li></ol>	07 working days.
2.	No Objection Certificate for Visa Purpose	Request must be submitted through concerned HoD/Section In-charge	<ol style="list-style-type: none"><li>1. Invitation letter for official visit.</li><li>2. For personal visits, purpose must be mentioned.</li></ol>	07 working days
3.	Permission for visiting abroad	Request must be submitted through concerned HoD /Section In-charge 30 days before commencement.	Invitation letter must be enclosed with the application, if it is official visit. In case of personal visits, purpose must be mentioned.	07 working days
4.	No Objection Certificate for Passport	Request must be submitted through concerned HoD/ Section In-charge	<ol style="list-style-type: none"><li>1. Two passport size photographs.</li></ol>	07 working days
5.	No Objection Certificate for higher studies/distance course for non-teaching employees	Request must be submitted through concerned HoD/ Section In-charge	<ol style="list-style-type: none"><li>1. Application duly forwarded by the HoD/ Section In-charge concerned.</li><li>2. An undertaking from the employee that official work will not be hampered.</li><li>3. Supporting documents, if any.</li></ol>	07 working days

6.	Sanction/Permission for purchase of items under CPDA	Request must be submitted through concerned HoD	1. Application must be submitted in the prescribed format duly forwarded and recommended by concerned HoD	07 working days
7.	Deputation for study or training Within India/ Official works/ attending Seminar, Workshops/ Travel under CPDA/ Approval for travel (within India)	Request must be submitted through concerned HoD before 21 days prior in case of conference is Within India	1. Acceptance letter of the paper to be present. 2. Conference Brochure/Letter from organizers of conference website having mention the amount of Reg. Fee to be paid. 3. Notice along with copy of presentation in the Department. 4. Attendance list of Presentation. 5. Copy of Paper. Specific recommendation of Departmental Committee constituted vide notice no. 563/ Estt.1 [A]/2018 dated 25.06.2018.	07 working days
8.	Deputation for study or training Outside India/ Official works/ attending Seminar, Workshops/ Travel under CPDA/ Approval for travel (Outside India)	Request must be submitted through concerned HoD before 60 days prior in case of conference is Outside India.		07 working days
9.	Forwarding of application for outside employment /deputation/ NOC for Applying outside employment/ experience certificate	Request must be submitted through concerned HoD/ Section In-charge	1. Application along with enclosures. 2. Copy of advertisement.	07 working days

10.	LTC Approval	Request must be submitted through concerned HoD/ Section In-charge	1. Duly filled LTC application form. 2. Leave application form.	07 working days
	LTC settlement		1. Application in the prescribed format. 2. LTC Bill adjustment for forwarding to Accounts Section.	07 working days
11.	Resignation/ Technical resignation/ Lien / Voluntary Retirement/ Premature Retirement	1. Application must be routed through HoD / Section In-charge concerned keeping in view the notice period, if any.	1. Exact date of relieving must be mentioned in the letter. 2. Proof regarding submission of application through proper channel 3. Copy of offer letter must be enclosed, if going to join a position in other Institution / Organization.	30 working days
12.	Issue of No Objection Certificate/ Vigilance Clearance Certificate to appear in interview etc.	Request must be submitted through concerned HoD / Section In-charge.	1. Proof regarding submission of application through proper channel. 2. Copy of call letter.	07 working days
13.	Sanction of HRA to the Employees	Request must be submitted through concerned HoD / Section In-charge.	1. Application duly forwarded by the HoD/ concerned. 2. Quarter/ Accommodation vacation report.	05 working days
14.	Approval for dependent medical	Request must be submitted through concerned HoD / Section In-charge.	1. Application duly forwarded by the HoD/ concerned. 2. Medical dependency form.	03 working days

15.	Resignation of Temporary Faculty and other correspondence	Request must be submitted through proper channel	<ol style="list-style-type: none"> <li>1. Resignation/ Application duly forwarded by the HoD/ concerned</li> <li>2. Duly signed Clearance Certificate must be submitted.</li> </ol>	30 working days
16.	Any other matter not listed above	Request must be submitted through proper channel	<ol style="list-style-type: none"> <li>1. Supporting documents, if any</li> </ol>	07 working days (where a policy decision is involved)