

Dated: 30th October, 2026

CIRCULAR

It is hereby informed to all Staff members that, in order to ensure the smooth functioning of all Departments and the uninterrupted conduct of routine Academic and Administrative activities, the Principal shall be the competent authority to approve or reject requests for Half-Pay Casual Leaves (HPCLs), based on the prevailing circumstances and the administrative requirements of the institution.

Hence, staff members intending to avail HPCLs for more than 2 consecutive days are advised to plan their leave well in advance, taking into consideration their academic responsibilities, including classwork, examination duties, and other institutional activities.

V. V. V.
DIRECTOR

DIRECTOR
ADITYA INSTITUTE OF TECH & MGM
TEKKALI- 532 201

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