



IQBAL MEMORIAL TRUST'S GROUP OF INSTITUTIONS

IQBAL INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Laloo Sheshgaribagh Hyderpora Srinagar Kmr. (www.iitm-campus.org)

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No.: IITM/2019/N/23/4055

Dated: 18/06/2019

NOTICE

It is hereby ordered that henceforth all the employees of IITM viz. Teaching & Non-Teaching shall forward any kind of long leave application strictly through proper channel i.e. HODs & section Heads, who shall recommend the case to the Principal for sanctioning of such leave.

Further, the employee shall submit the relieving report only after the leave is properly sanctioned & shall submit the joining report at the time of returning back after availing the leave.


(Mir Zaffar Hussain)
PRINCIPAL

Copy for information: -

1. All concerned.
2. Notice Boards.
3. Office record.