



GOVERNMENT POLYTECHNIC COLLEGE ANANTNAG
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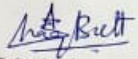
Subject: Submission of Leave Applications w.e.f 01.01.2025- Procedure thereof.

NOTICE

In order for hassle free submission of leave applications, it is hereby impressed upon all the employees of this institute including employees on substantive basis, academic arrangements, guest faculties, need base employees etc, that with effect from 01st January 2025, they shall apply for their leaves online by scanning the following QR Code and apply for the same preferably at least one day prior to the date of leave and only in case of extreme exigencies on the same data of leave but before office timings.



Physical Mode of Leave application is hence hereby dispensed with effect from the said date and no leave shall be entertained in physical mode. All relevant documents pertaining to the said leave may be submitted online along with the application of the leave itself. Furthermore, in case of deputation of any employee for any official work, he/she shall also update the same through the said application.



Principal

Govt Polytechnic College,
Anantnag

No: GPCA/F- 18605
Date: 30/12-2024
Copy to:

1. All Employees for information and with the request to ensure the correctness of their emails available in the office.
2. Concerned Semester Incharges for information and n.a
3. Notice Board