



**REVISED OFFICE ORDER NO: 217 /2022**

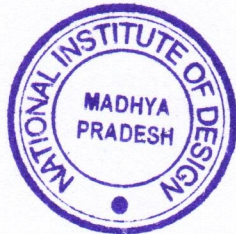
Subject: Leave Sanctioning Authority at NID MP

2. The undersigned is directed to convey the decision of the Competent Authority regarding the delegation of powers to sanction of leave as per Rule 3(c) of the CCS (Leave) Rules as per the details stated below:

Sl No.	Type of Leave	Officials	Leave Sanctioning Authority
(i)	Casual Leave, Station Leave, Restricted Holidays	All Teaching Cadre	Director
(ii)	Casual Leave, Station Leave, Restricted Holidays	All Admin and Technical Cadre (Except Registrar, CFA, and Head Librarian)	CAO
(iii)	Casual Leave, Station Leave, Restricted Holidays	Registrar, CAO, CFA, DL's, and Head Librarian	Director
(iv)	All Leaves other than Casual Leave, Station Leave, Restricted Holidays	All Employees	Director

2. The employees seeking leave are to timely forward their duly filled-in leave application to their respective Reporting Officer. The Reporting Officer shall forward the leave application to the Sanctioning Authority (as applicable) along with his/her recommendations.

3. This Supersedes Office Order No. 198/2022 dated 23.09.2022 and has been issued with the approval of the competent authority



Chief Administrative Officer  
National Institute of Design, Madhya Pradesh

Copy to:

- (i) All Employees, NID MP– for kind information, please
- (ii) PA to Director, NID MP – for kind information, please
- (iii) Registrar, NID MP – for kind information, please
- (iv) AO, NID MP – for kind information, please
- (v) AE (IT), NID MP- for uploading on NID MP website, please
- (vi) Guard File