

Office of the Principal  
**WOMEN'S COLLEGE, TINSUKIA**  
Durgabari, Tinsukia – 786125, Assam

E Mail: wcttsk@gmail.com

Website: www.wcttsk.ac.in

Ph: 9395433471

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**NOTICE**

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This is for information of all concerned that **C L, Earned Leave, Leave on Duty** can't be granted on **instantaneous basis**.

1. In order to avail the **C L/ Leave on Duty** (duty leave), applications must be submitted at least **three days** prior to the first day from which leave is supposed to be availed.
2. For **Earned leave**, the application must be submitted at least **15 days** prior to first day of leave. No Earned leave will be sanctioned without prior approval from the G B. Earned leave will be granted for a **minimum of five days**. Also please remain informed that in the event of non-receipt of approval from the G.B., salary for the period absence will be held up.

However, in the event of any **genuine emergency**, the above mentioned clauses can be relaxed by the authority. Any violation of the above mentioned rules will be considered as unauthorized absence and will be dealt with accordingly.



**Principal**

**(Women's College, Tinsukia)**