



Ested.: 1983



DTE Code: EN6214, MB6214, MCA6214, BBA6214

K.E. Society's

RAJARAMBAPU INSTITUTE OF TECHNOLOGY

An Empowered Autonomous Institute

Approved by AICTE New Delhi DTE, Govt. of Maharashtra

NAAC Accredited 'A+' Grade NBA Accredited

Ref. RIT/ ESTB/1087/2026-27

Date: 29 SEP 2026

NOTICE

All Faculty and Staff members are hereby informed that the following guidelines shall be strictly followed while availing On-Duty (OD) Leave: -

1. On Duty leave will be permitted only for the actual day of the programme/event for which the Faculty/Staff member is deputed or assigned official duty.
2. On Duty leave will not be permitted on the day before or the day after the programme/event.
3. If On Duty leave is required before or after the programme/event due to unavoidable circumstances, the concerned Faculty/Staff member must obtain prior permission from the Director.
4. In case of Shivaji University related official work, On Duty leave shall be granted only for the actual duration of the official work. Full-day On Duty leave will not be permitted unless specifically required due to the nature of the official work.
5. All Faculty and Staff members are required to submit the necessary details and obtain appropriate approval from Head of the Department while applying for On Duty leave.

All should take note of this and act accordingly.



Dr. P. V. Kadole
Director