

Office of the Registrar General
HALDIA INSTITUTE OF TECHNOLOGY
Administrative Department

No. HIT/OR/ 781 /2026

Dated : 16-06-2026

OFFICE ORDER

Sub. : SUMMER RECESS – 2026 (For Vacational Employees).

As approved and directed by the competent authority, this is for information to all concerned that the Summer Recess for the year 2026 will commence from **24-06-2026 to 11-07-2026**. All the **Vacational staff (except Deans/HODs/TICs)** of all the academic departments are informed to adhere to the following norms for duty schedule, during Summer Recess–2025 :-

- ★ Employees belongs to academic departments (**except Deans, HODs/TICs**) who have completed their one year's of service in this Institute, are eligible to enjoy the Summer Recess 2026, as per norms of the Institute.
- ★ **However, all the General Assistants in the Academic Departments will attend their duties regularly during Summer Recess, as usual.**
- ★ Employees of academic departments whose one year's terms of services will be completing during Summer Recess, **are entitled to enjoy the rest period of Summer Recess 2026, while completing their one year's service in this Institute.**
- ★ All the HODs/TICs may retain the requisite faculty and technical staff members of their concerned departments maximum for five days based on actual requirement or other emergency works. **Accordingly, duty roster may be submitted to the Office of the Registrar General, positively before commencement of Summer Recess, clearly mentioning the Designation and Employee Code positively.**

The Institute will re-open on 13-07-2026 (Monday) after Summer Recess.

Apart from the above, some of the Technical staff may also be retained by the Institute during Summer Recess-2026 for online WBJEEB counseling & admission process, if required. Accordingly, the Institute will inform to the concerned employees, in due course. In such cases, EL would be granted on actual allotted duties, as per norms of the Institute.

However, Offices of the Administration including Central Library, Estate Section, Electrical Maintenance Section, Hostel Administration, Medical Unit would remain open during Summer Recess, as usual. All concerned are to note and act accordingly.

Sd/-Registrar General
Haldia Institute of Technology

Copy forwarded for information & necessary action to :

- 1) The Hon'ble Chairman – for his kind information, please.
- 2) The Vice Chairman
- 3) The Secretary
- 4) The Principal
- 5) All Deans _____
- 6) All HODs/TICs _____
- 7) The Controller of Examinations
- 8) The General Manager - Trg. & Placement
- 9) The Associate Professor (AEIE) & In-charge, IIPC
- 10) The Finance Manager
- 11) The General Manager – Administration
- 12) The Associate Controller of Examinations
- 13) The Librarian
- 14) The Provost (Hostels)
- 15) The System Manager
- 16) The Sports Officer
- 17) The Sr. Students Welfare Officer
- 18) The Students Counselors
- 19) The Estate Officer
- 20) The In-charge, Electrical Maint. Section
- 21) The Electrical Engineering (O&M)
- 22) The Administrative Officer
- 23) The Asst. Store Officer
- 24) The Asst. Admn. Officer
- 25) The Asst. Public Relations Officer
- 26) The PS to Director
- 27) The Asst. Fire & Safety Officer
- 28) Medical Section
- 29) Registrar Section
- 30) Office file


Registrar General
Haldia Institute of Technology