

झारखण्ड केन्द्रीय विश्वविद्यालय
Central University of Jharkhand
(A Central University established by an Act of Parliament of India in 2009)

No.: *CUJ/HR/office order/26/2016/11*

Date: *20.05.17*

OFFICE ORDER

It is notified for information of all concerned that the leaves taken by employees without due approval is viewed seriously and hence the following new application formats are introduced for employees of the University with immediate effect till further order:

1. Leave Application Format
2. Station Leave Application Format (during General Holidays and Vacations/Semester Breaks, etc.)
3. SCL/Duty Leave Application Format (Academic)
4. Application Format for Orientation / Refresher Course

All the above applications be submitted in the prescribed format only. The information regarding absence over phone or email will be treated as intimation only. However, the incumbent has to apply for leave in the prescribed application form on resumption of duty for sanction.

All leave application will be disposed by the Registrar except Deans, Statutory Officers and Staff under direct control of the Vice Chancellor along with leave applications with financial assistance and Orientation/Refresher Course, for which sanctioning authority will be the Vice Chancellor.

CL/RH applications for teaching employees be disposed of and be kept with the concerned Head/Coordinator of the Centre only. However, all kinds of leave records of all non-teaching employees (including Centres' Lab. Staff) will be maintained in Administration and hence their leave applications should be submitted to the Asst. Registrar-Admn.

All applications including leave applications with recommendation of HOD should be submitted in concerned Section i.e. to the concerned Assistant Registrar well in advance for further processing by the Section for approval by the Sanctioning Authority.

This Office Order will come into force with immediate effect till further orders and shall supersede all previous orders in this regard.

This issues with approval of the Vice Chancellor.

[Signature]
20.3.17
REGISTRAR (I/c)

Copy for information and necessary action to:

1. PS to VC.
2. PS to Registrar
3. PS to Finance Officer
4. Controller of Examinations
5. All Deans/Librarian
6. All Heads/Coordinators
7. DRs/IAO/EE/MO/ARs
8. Notice Board-for info. of all employees.
9. System Analyst for website
10. Concerned File.
11. Guard File.

[Signature]
20.3.17
REGISTRAR (I/c)