

झारखण्ड केन्द्रीय विश्वविद्यालय, राँची

Central University of Jharkhand, Ranchi

(A Central University established by an act of parliament of India in 2009)

OFFICE OF THE REGISTRAR (GEN.ADMN.)

NOTICE

No. C.U.J/ 401

Date: 16.10.12

It is notified for information of all the concerned that all the Centres will maintain the Casual Leave record of all Associate Professors, Assistant Professors and the non teaching staff working in the centres under the control of the Dean/HOD, Whereas the Casual Leave record for Dean and HOD will be maintained by the administration after due approval of the Vice-Chancellor.

The Casual leave records for all the non-teaching staff will be maintained by the administration after due approval from their respective Officers/Heads.

Staff working in the library will maintain the Casual leave records under the control of librarian.

Further it is also informed that all the faculties and staff should submit the station leave application duly forwarded by their respective heads/coordinator/Dean to the office of the Registrar before proceeding ahead on leave.

This issues with the approval of the Vice-Chancellor.

  
Asst. Registrar  
16.10.12

Copy for Information and necessary action to

1. Private Secretary to the Vice-Chancellor
2. Private Secretary to the Registrar
3. Private Secretary to the Finance Officer
4. OSD (Project)
5. OSD (Planning)
6. All the Dean
7. All Heads/Coordinators of the Centre
8. IAO
9. Dy.Registrar(Acad)
10. Dy.Registrar(Admn.)
11. Librarian
12. System Analyst-web site
13. Notice Board
14. Account Section
15. Guard file
16. Concerned file

  
Asst. Registrar  
16.10.12