



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(A Central University established under Central Universities Act, 2009)

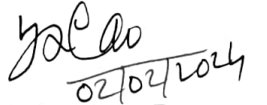
No.:CUJ/GA/16/2016/233

Date: 02.02.2024

OFFICE ORDER

All faculty and non-teaching employees are hereby informed that all applications for leave i.e. Casual Leave, Restricted Holidays, Earned Leave, HPL / Commuted Leave on medical ground, etc. has to be submitted **through proper channel on Samarth Portal only with effect from 05.02.2024**. No application for leave in hard copy / email will be accepted after 04.02.2024.

It is also informed that prior approval and sanction of the concerned authority is mandatory for all kinds of leave including Station Leave, except Casual Leave and Commuted Leave on medical ground in case of emergency. Prior approval of the competent authority is mandatory before leaving the Headquarter.


02/02/2024
REGISTRAR

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. Director-IQAC / Dean-Acad. Affairs / Dean-R&D Cell / DSW/ CPB
4. All Heads/Coordinators of Departments
5. DRs / I/c Tech. Cell / I/c EE / I/c Health Centre / ARs / PRO
6. Technical Cell I/c for University Website
7. All Faculty & Non-Teaching Employees to refer Notice Board / Website
8. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
9. Notice Board, Concerned File & Guard File