

Ref. No. CUJ/Establishment/15/2022/920

Date: 12... December, 2022

कार्यालय आदेश/Office Order

1. All the teaching and non-teaching employees are hereby directed to submit their applications for the following purpose duly forwarded by the concerned Dean/ Head/ Co-ordinator/ Controlling Officer alongwith the necessary supporting documents to the administration for processing the case as per following details:-

Sl. No.	Type of leaves/ Activities/ Applications	The Minimum no. of days for consideration / approval of leave / Programmes/ Activities
(a)	EL/HPL except Commuted Leave on Medical Ground	10 working days before the commencement of the leave
(b)	Maternity/Paternity/CCL/Duty Leave/ SCL	15 working days before the commencement of the leave
(c)	Leave Travel Concession (LTC) without Advance	15 working days before the commencement of the Journey.
(d)	Leave Travel Concession (LTC) with Advance	30 working days before the commencement of the Journey.
(e)	Children Education Allowances (CEA)	After completion of Financial Year between April to June Every year.
(f)	To attend Orientation Course/Refresher Course/FIP/FDP/Conference/ Workshop/ Seminar/Symposia etc. without financial assistance within India.	15 working days before the commencement of the programme/ event
(g)	To attend Orientation Course/Refresher Course/FIP/FDP/Conference/ Workshop/ Seminar/Symposia etc. with financial assistance within India.	21 working days before the commencement of the programme/ event
(h)	To attend International Conference/ Workshop/ Seminar/ Symposia etc. with/without financial assistance in abroad.	30 working days before the commencement of the programme



2. Further, it is also directed that henceforth, except emergency, no case/ application will be processed/ accepted by Administration, if it is not submitted within above define time frame.

3. This is issued with the approval of Hon'ble Vice chancellor.



कुलसचिव/22
REGISTRAR

Copy for information and necessary action to:-

1. All Deans of Schools
2. The Controller of Examination /The Librarian
3. OSD/ Cunsultant (Academic Administration)
4. Dean, Academic Affairs/ Dean, R&D Cell/ Director, IQAC
5. All Heads / Coordinators of Departments
6. CVO/DSW/ Chairman, Proctorial Board/ Coordinator (Admission Cell)
7. Transport I/c / Purchase I/c / EE I/c/ I/c Health Center/ Consultant (IA)
8. Co-ordinator, NCC/ Co-ordinator, NSS/ Sport I/c
9. All DRs / PRO / RTI Cell/AD (OL)/ ARs / Section Officer/ Security Officer
10. All Sections/ Cells of the University
11. All Teaching and Non-Teaching Employees (Refer to Website/ Notice Board)
12. Technical Cell I/c for uploading on University Website
13. Rajbhasha Cell – For Hindi Version
14. PS to Vice Chancellor / PS to Registrar / PS to Finance Officer
15. Notice Board, Concerned File & Guard File