



Ref. CUJ/RO/OO/02/2024/189

Date: August 01, 2024

**OFFICE ORDER**

It has come to the notice of the Administration that teaching and non-teaching employees are availing leave and leaving the headquarters without prior sanction of leave. Hence, all teaching and non-teaching employees of the University are advised as follows:

- a) If any teaching or non-teaching employee, is proceeding on leave or leaving the headquarters, without prior sanction of the competent authority, such leave shall be treated as 'unauthorised absence', except in emergency cases.
- b) After submitting application on Samarth Portal by an individual employee, it should be ensured before proceeding on leave that the leave applied for is approved.
- c) Any proposal including application for sanction of leave shall be submitted to the competent authority well in advance so that ample opportunity is available to scrutinise such proposal / application.
- d) Any faculty proceeding on duty leave, for any purpose (as per UGC Guidelines), shall obtain prior approval of the competent authority to avail such leave and subsequently duty leave will be approved by the competent authority.
- e) As per Rule 29(4) of the CCS (Leave) Rules 1972, Half Pay Leave can be availed either with or without Medical Certificate. However, as per Rule 40(3), during HPL equal to half the amount of leave salary on earned leave shall be admissible.
- f) In respect of availing leave on medical ground, apart from others, clause 19(6) of Leave Rules is specifically quoted below, which is self-explanatory, for information and compliance:

*"The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period of not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds."*

The Office Order ref. no. CUJ/Establishment/15/2022/920 dated 12.12.2022 and Notice ref. no. CUJ/GA/Cir/OO/N/2016/26/PF/1349 dated 05.06.2023 may please be also referred for compliance.

*bal do*  
01/08/2024



Copy for information and necessary action to:

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