



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No: CUH/2018/Estt.Sec...1732

Dated..19...12.2018

NOTICE

CASUAL LEAVE / RESTRICTED HOLIDAY CARD

All the Deans/ HoDs/ TICs/ Administrative Heads are requested to maintain the Card for Casual Leave/ Restricted Holidays for availing the Casual Leave and Restricted Holiday by the employees of their Departments/Branches/Sections.

The Casual Leave / Restricted Holiday Card is enclosed herewith.

Section Officer (Estt.)

Copy of above is forwarded to the following for information and necessary action:

1. All Deans/HoDs/TICs/Administrative Heads, Central University of Haryana, Mahendergarh.
2. Finance Officer, Central University of Haryana, Mahendergarh.
3. A.R., Vice Chancellor's (for kind information of Vice Chancellor), Central University of Haryana, Mahendergarh.
4. P.S. to Registrar (for kind information of Registrar), Central University of Haryana, Mahendergarh.
5. In-Charge University Website, Central University of Haryana, Mahendergarh for uploading on the website of the University.

Section Officer (Estt.)

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

आकस्मिक छुट्टी/प्रतिबंधित छुट्टी कार्ड
CASUAL LEAVE/RESTRICTED HOLIDAY CARD

वर्ष/Year	
संस्थान/केन्द्र/विभाग/अनुभाग/एकक/प्रकोष्ठ School/Centre/Department/Section/Unit/Cell	
कर्मचारी/अधिकारी का नाम Name of the Employee/Officer	
पदनाम/Designation	
कर्मचारी कोड/Employee Code	

आकस्मिक छुट्टी/CASUAL LEAVE

क्र.सं. Sr. No.	दिनांक Date	छुट्टी लेने का उद्देश्य Purpose of availing leave	कार्यकारी के हस्ताक्षर/ Signature of Dealing Hand
1			
2			
3			
4			
5			
6			
7			
8			
प्रतिबंधित छुट्टी/RESTRICTED HOLIDAY			

- नोट: 1. वर्ष के दौरान कर्मचारी के स्थानान्तरण की स्थिति में उसका आकस्मिक छुट्टी/प्रतिबंधित छुट्टी कार्ड नए तैनाती स्थल के डीन/ केन्द्राध्यक्ष/अध्यक्ष/प्रभारी को भेजा जाएगा।
In case of transfer during a year, the Casual Leave and RH card shall be sent to the Dean/Head/Incharge of the placed posted.
2. यदि एक दिन की आकस्मिक छुट्टी के बदले में आधे-आधे दिन की दो छुट्टी ली जाती है तो उसे भरने के लिए दिनांक के कालम में दो लाइन उपलब्ध है। प्रतिबंधित छुट्टी के लिए पूरे दिन की छुट्टी लेनी होगी।
Two rows in the date column represent two half of a day against one Casual Leave entitlement. RH to be availed as full day leave.