



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./1877

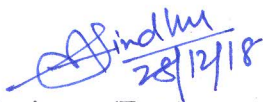
Date: 28.12.2018

OFFICE ORDER

All the Deans/HoDs/TICs/Administrative Heads shall strictly follow the following procedure while recommending/granting any kind of leave to the employees of their Departments/ Branches/ Sections:

1. Applications for Leave (Casual Leave, Earned Leave, Medical Leave, Duty Leave etc. / Permission to proceed for Conferences, Seminar etc.) should be forwarded to Establishment Branch after making necessary entries in the relevant Register to be maintained by the Department/ Branch/ Section for processing the same.
2. Names and Signatures of the persons who will perform the duty in the absence of the employee, shall be there on the application.
3. Complete address, along with the Mobile Number, must be entered in the application form.
4. The leave must be got approved in advance, except in medical emergency.
5. The leave application shall be submitted at least one week in advance except in case of Casual Leave/ Medical Leave.
6. All Teachers/ Officers/ Officials must submit their joining report after availing leaves (except CL/RH) in Establishment Branch duly forwarded through HoD/ TIC.
7. No Teachers/ Officers/ Officials shall leave the station without prior permission.

This has been issued with approval of the competent authority.



Assistant Registrar (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.)