



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) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2019/Estt.Sec./NT/.275

Date: .04./10/2019

OFFICE ORDER

In order to streamline the process of sanction of leave to the employees, all the Deans/HoDs/TICs/Administrative Heads are requested to follow the following instructions/guidelines while recommending leave to their employees:

1. Applications for Earned Leave, Medical Leave, CCL, Duty Leave 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 and duly signed by Deans/HoDs/TICs/Administrative Heads.
2. Name and Signature of the person who will perform the duty in the absence of the employee being recommended for grant of leave shall be provided on the application.
3. Complete address, along with the Mobile number has to be written in the application form.
4. The leave application shall be submitted atleast 10 working days in advance to the Establishment Branch except in case of Casual Leave/Medical Leave or in Emergency.
5. All Officers/Teachers must submit their joining report after availing leave (except in case of CL/RH) in Establishment Branch duly forwarded by the HoD/ TIC within two working days of the rejoining.
6. No Teachers/officers/officials shall leave the station without prior sanction of leave/intimation to the competent authority.
7. Application for duty leave shall carry the statement of engagement of Teacher for class (Theory/Practical) for the period for which duty leave is requested.
8. In case of Medical Leave, medical certificate of fitness shall be submitted in form 5 of CCS (Leave) Rules, 1972 in original.
9. It is also desired that application for Child Care Leave/Study Leave/Extra Ordinary Leave, etc. may be submitted at least 15 day before the commencement of leave in order to process the leave application timely.
10. Request for grant of leave through email will not be entertained, except in case of Medical Leave or emergency situations.

This has been issued with approval of the competent authority.

Assistant Registrar (Establishment)

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. Assistant Registrar, Vice-Chancellor's Secretariat (for information of the Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
3. Private Secretary to the Registrar (for information of the Registrar), Central University of Haryana, Mahendergarh.
4. In-charge University Website, Central University of Haryana, Mahendergarh for uploading on the Website of the University.

Assistant (Establishment)