



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

संख्या : ह.के.वि./2020/स्थपना/ 1480

दिनांक/Date: ...19.10.2020

No : CUH/2020/Estt. Sec. / 1480

नोटिस / NOTICE

All employees of the University are required to submit their leave application for Earned Leave or Medical Leave in written form, mentioning the kind of leave he/she is requesting for, duration of the leave, reason for availing leave clearly spelled and proper address of stay during leave period. The leave application fully supported by supporting documents, duly forwarded and recommended by the Head of the Department should reach to the Establishment Branch.

Note : For Casual Leave, the existing prescribed form will continue till further notice.

Registrar

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

1. सभी संकाय अध्यक्ष/विभागाध्यक्ष/प्रभारी, हकेंविवि, महेंद्रगढ़/ All the Dean/Heads/Teachers-In-charge of the Departments, CUH, Mahendergarh.
2. सभी विभागाध्यक्ष/प्रभारी,/All the Heads of all Administrative Offices, Central University of Haryana, Mahendergarh.
3. वित्त अधिकारी, हकेंविवि, महेंद्रगढ़/ Finance Officer, Central University of Haryana, Mahendergarh.
4. सभी आचार्य /All Teacher, Central University of Haryana, Mahendergarh.
5. सभी गैर शैक्षणिक कर्मचारी /All Non-Teaching Employees, Central University of Haryana, Mahendergarh.
6. असिस्टेंट रजिस्ट्रार, कुलपति के सचिवालय (कुलपति की जानकारी हेतु), हकेंविवि, महेंद्रगढ़/AR, Vice Chancellor's Secretariat (for kind information of Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
7. कुलसचिव के निजी सचिव, (कुलसचिव की जानकारी हेतु), हकेंविवि, महेंद्रगढ़/PS to Registrar (for kind information of the Registrar), Central University of Haryana, Mahendergarh.

Assistant/SO (Estt.)