



बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF BIHAR

Camp Office : BIT Campus, P.O. : B.V. College, Patna-800 014 (BIHAR)

Phone / Fax : 0612-2226535, 2226536, website : www.cub.ac.in

CUB/673/2014

Date : 07.04.2014

Circular

Of late while the reviewing the Leave application form, the Competent Authority has decided to modify the existing Leave application form. Accordingly, the revised leave application form with guidelines/instructions is enclosed for information and strict compliance with immediate effect.

- (i) All leave must be applied for and be sanctioned in advance.
- (ii) In case of CL, if not applied for earlier, the employee may apply next day on joining after availing of leave, but must inform their Head/Head (I/C)/Section Head telephonically/through email on the day leave is being availed.
- (iii) If an employee wishes to avail RH / EL / Academic / Duty Leave / Maternity Leave / Paternity Leave / Child Care Leave / etc, they must apply atleast 07-10 working days in advance to the Registrar's Office.
- (iv) No employee should proceed on any such leave without the prior sanction of the Competent Authority.
- (v) They must submit their joining report at the time of resuming the office after availing the leave.
- (vi) All employees of Gaya Campus may be directed to submit their leave application form / joining report to Dy Registrar-II and the fax/scanned copy of the same to be forwarded by Dy Registrar-II to the Registrar, CUB, Patna Campus for final approval except CL. Hard copies of all leave including CL to be sent to the Patna campus for records.
- (vii) Regarding Patna Campus, all leave application and joining report to be submitted to Registrar's Office directly after endorsement of HOD/ Head(I/C).
- (viii) After endorsement of leave balance details by Establishment Section, the leave shall be sanctioned and a Sanction Order will be released by DR-I.
- (ix) Requisite Medical Certificates to be attached with all applications for Maternity leave / Paternity leave / HPL.
- (x) Requisite documents for availing Duty Leave to be attached with Leave Application Form.

C L Prabharathi
Registrar_{ILC}

Copy to:

All faculty/officers/staff : through email.