



बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF BIHAR

Campus Office : BTF Campus, P.O. : B.M. College, Patna-800 014 (Bihar)

Phone / Fax : 0812-2256245, 2256248, website : www.cub.ac.in

DATE: 6/7/2024

TIME : 07:34:2024

Circular

It is to be intimated the issuing 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.

- (1) All leave must be applied for and be sanctioned in advance.
- (2) In case of CL, if not applied for earlier, the employee may apply next day or joining after meeting all norms, but must submit their Head/Head (PC/Section Head) telephonically through email on the day leave is being availed.
- (3) If an employee wishes to avail (Pl / EL / Absence / Duty Leave / Maternity Leave / Paternity Leave / Child Care Leave) etc., they must apply atleast 01-03 working days in advance to the Registrar's Office.
- (4) No employee should proceed on any such leave without the prior sanction of the Competent Authority.
- (5) They must submit their joining report at the time of resuming the office after availing the leave.
- (6) All employees of Camps Campus may be directed to submit their leave application form / joining report to Dy Registrar-I and the sanctioned copy of the same to be forwarded by Dy Registrar-I to the Registrar, CUB, Patna Campus for final approval except CL. First report of all leave including CL is to be sent to the Patna campus for records.
- (7) Regarding Patna Campus, all leave application and joining report to be submitted to Registrar's Office directly after endorsement of HOD/Head(PC).
- (8) After endorsement of leave balance details by Entertainment Section, the leave shall be sanctioned and a Sanction Order will be released by DPO.
- (9) Regulate Medical Certificate to be attached with all applications for Maternity leave / Paternity leave (MP).
- (10) Regulate documents for availing Duty Leave to be attached with Leave Application Form.

(Signature)
Registrar

Copy to:-

1. Head/PC/Section Head : 1. BTF Campus