



# 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. Prabhakar  
Registrar<sub>ILC</sub>

### Copy to:

All faculty/officers/staff : through email.