



झारखण्ड केन्द्रीय विश्वविद्यालय  
Central University of Jharkhand  
(Established by an Act of Parliament of India, 2009)

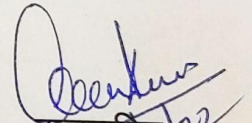


Ref. No: CUJ/ ITP/2022/97/.485A

Date:.. 8<sup>th</sup>...March, 2022

कार्यालय आदेश / Office Order

1. It is notified for information of all concerned that from 01<sup>st</sup> April, 2022 all Teaching and Non-Teaching Employees will apply for Casual Leave through Samarth Portal (<https://cu.j.samarth.ac.in/>) to their respective Reporting Officer and after accepting by the Reporting Officer, the leave application will be forwarded to Sanctioning Authority for approval. The hard copy leave application form will be discontinued from 31<sup>st</sup> March, 2022.
2. All Department/ Section/ Cell Heads are requested to forward copy of approved Casual Leave application of all the employees in the respective Department/ Section/ Cell for updating the Casual Leave record on Samarth Portal w.e.f. 01<sup>st</sup> January, 2022 to till date.
3. All Casual Leave applications received after 7<sup>th</sup> March, 2022 shall be forwarded to Administration for updating in Samarth Portal.
4. This is issued with the approval of Hon'ble Vice Chancellor.

  
कुलसचिव  
8/3/22  
REGISTRAR

Copy for information and necessary action to:-

1. All Deans of Schools
2. The Controller of Examination/ The Librarian
3. All Heads/ Coordinators of the Departments
4. Dean, Academic Affairs/ Dean, R&D Cell/ Director, IQAC
5. DSW/ Chairman, Proctorial Board/ Coordinator (Admission Cell)
6. All DRs/ PRO/ RTI Cell/ AD (OL)/ ARs/ Section Officer/ Security Officer
7. Transport I/c/ Purchase I/c/ EE I/c/ I/c Health Centre
8. All Sections/ Cells of the University
9. All Teaching & Non-Teaching Employees-refer to University website
10. Technical Cell I/c for uploading on University Website
11. Rajbhasha Cell-For Hindi Version
12. PS to Vice Chancellor/ PS to Registrar/ PS to Finance Officer
13. Notice Board, Concerned File & Guard File