

# CENTRAL UNIVERSITY OF JHARKHAND

झारखण्ड केन्द्रीय विश्वविद्यालय

(A Central University established by an Act of Parliament of India in 2009)

Ref. No. CUJ/Personnel Mgt./ 32/2013/6326

Dated: 19<sup>th</sup> March, 2013

To,  
Professor A.N. Misra,  
Head, Centre for Life Sciences,  
& Dean (Natural Sciences) Centre for Natural Sciences,  
Central University of Jharkhand,  
Brambe, Ranchi-835205

Sub.: **10 days Earned Leave** encashment to avail Home Town LTC – approval not accorded.

Sir,

In continuation to this office order no. CUJ/Personnel Mgt./32/2011/6173 dated 15<sup>th</sup> March, 2013 on the subject cited above, I am directed to inform you that your request for encashment of 10 days Earned Leave has not been acceded by the competent Authority of this University, since the Earned Leave balance at credit should be not less than 30 days after deducting the total of leave, if any available plus leave for which encashment was availed and as per our records the Earned Leave balance in your leave account is available for 26 days only.

  
19.03.2013  
ASSISTANT REGISTRAR

Copy for information and necessary action to:

1. PS to the Vice-Chancellor
2. PS to the Registrar
3. PS to Finance Officer
4. System Analyst-for University Website
5. Account Section
6. Concerned file
7. Guard File

  
19.03.2013  
ASSISTANT REGISTRAR