



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

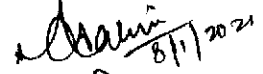
Ref. No. CUJ/GA/01/2012 (PF-III) / ५४.

Dated 8th January, 2021

सूचना / Notice

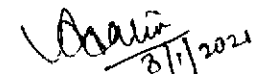
1. It has been observed that Leave applications (Earned Leave / Half Pay Leave / Commuted Leave on medical grounds) availed by the employees (Teaching/Non-teaching) are not forwarded to Administration in time which causes delay in updating the service book. It has also been observed that the absentee report forwarded by the Heads / Coordinators are not supported with copy of attendance sheet.
2. Hence, all the Heads/Coordinators/ Sectional Heads are requested to forward the leave application (Earned Leave / Half Pay Leave / Commuted Leave on Medical Grounds) to the Administration with recommendations on time.
3. The absentee report may also be forwarded along with copy of attendance sheet.
4. All employees availing Commuted Leave on Medical Grounds should submit the medical advise for rest as well as fitness certificate at the time of joining / returning from leave.

This is issued with the approval of the Hon'ble Vice Chancellor.


उप कुलसचिव-1
Dy. Registrar-I

Copy for information and necessary action to :

1. All Heads / Coordinators/ Sectional Heads, CUJ.
2. Controller of Examinations & Librarian.
3. I/c Health Centre/ARs / EE I/c/PRO.
4. I/c Technical Cell to upload in the University website
5. PS to the Vice Chancellor.
6. PS to the Registrar.
7. PS to the Finance Officer.
8. All Employees to refer Notice Board / University Website.
9. Notice Board, Concerned file & Guard File.


उप कुलसचिव-1
Dy. Registrar-I