



# पंजाब केन्द्रीय विश्वविद्यालय

संसदीय अधिनियम 25 (2009) के द्वारा स्थापित

## Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

Ref. No. CUPB/RO/Estab./2018/Notice/204

Dated: 12/01/2018

### NOTICE

**Sub: Seeking station leave before proceeding out of station.**

It has been noticed that some of the employees of the university proceed out of station without taking prior permission to leave station/headquarters. The Competent Authority has taken a serious note in this regard.

All the employees of the University are required to take prior permission to leave the headquarter/station before proceeding out of station, otherwise strict action will be initiated against defaulters. However, when any kind of leave is sanctioned to visit out of station, no separate approval for station leave is required.

A strict compliance to the orders of the Competent Authority is solicited.

**DEPUTY REGISTRAR (E)**

1. Vice Chancellor's Secretariat: for kind information of Hon'ble Vice Chancellor
2. Dean Academic Affairs
3. PA to Registrar: for kind information of Registrar
4. All Teaching and Non-Teaching staff
5. Concerned file
6. System Analyst: for uploading on university website

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