



ਪੰਜਾਬ ਕੇਂਦਰੀय विश्वविद्यालय

संसदीय अधिनियम 25 (2009) के द्वारा स्थापित

Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

Ref: CUPB/RO/Estt/15/Leave/08

Date: 11/07/2015

NOTIFICATION

It is hereby notified that leaves of all Teaching and Non-Teaching staff shall be sanctioned as detailed hereunder with immediate effect:

SANCTIONING OF LEAVES OF OFFICERS			
Nature of Leave	Concerned with	Sanctioning Authority	Monthly Leave Record Maintenance
All types of leaves	Officers i.e. Deans, CoC/ OIC, Librarian, Registrar, COE, FO, IAO, Ex.Er., OSDs, Consultants	Vice Chancellor	Registrar's Office
SANCTIONING OF LEAVES OF TEACHING STAFF			
Casual Leave & Restricted Holiday	Faculty (Excluding Officers)	Coordinator of Centre	Coordinator of Centre
EL/Special Casual Leave. HPL (commuted on medical grounds). Maternity/Paternity/ Child Adoption. Child Care Leave upto 1 Month	Faculty (Excluding Officers)	DAA, on recommendation of CoC	Coordinator of Centre
Child Care Leave over and above 1 Month. Leave Not Due/Study Leave/ Extraordinary Leave/Duty Leave	Faculty (Excluding Officers)	Vice Chancellor, on recommendation of DAA	Coordinator of Centre
SANCTIONING OF LEAVES OF NON-TEACHING STAFF			
Casual Leave & Restricted Holiday	Non-Teaching Employees of Schools/Centres	Dean/CoCs	Coordinator of Centre
	Non-Teaching Employees (other than School/Centre)	Registrar	Registrar's Office
EL/Special Casual Leave/ HPL (on medical grounds). Maternity/ Paternity/ Child Adoption/Child Care Leave upto 1 Month	All Non-Teaching Staff	Registrar, on recommendation of Section Head	Registrar's Office
Leave Not Due/Study/Extra-ordinary Leave. Child Care Leave over and above One Month	All Non-Teaching Staff	Vice Chancellor, on recommendation of Registrar	Registrar's Office

Employees (Teaching/Non Teaching) when proceeding on Earned Leave are not to submit departure report however, after availing the leave, they need to submit the Joining Report to their concerned Head. The Officers/Officials/Teachers proceeding on Earned Leave have to make suitable alternate arrangements for classes/work/duties.

All the Section Heads/Deans/CoCs/OICs shall maintain leave records and will submit original records to the Registrar's Office at the end of every month, so that the same can be maintained by the Registrar's Office. A copy of the approvals be maintained, for reference and record, by concerned Record Maintenance Units i.e Section Heads/Deans/CoCs/OICs.

This is issued with the approval of the Competent Authority.

Registrar
11/7/15
Registrar

Enclosures: Revised leave application forms for faculty and non-teaching staff along with the tour application cum order

Copy to:

1. VC Secretariat: for kind information of the Vice Chancellor
2. Dean Academic Affairs for information
3. Controller of Examination
4. All Deans/CoCs/OICs: for information and compliance
5. All Faculty and non-teaching staff
6. System Analyst: for uploading the order along with New Leave Format on the CUPB website
7. Notice Board
8. Concerned file
9. University Policy file