

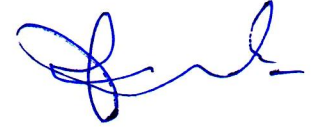
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CIRCULAR

The leave applications (*Duty Leave / Earned Leave / HPL etc*) are being routed through O/o. Registrar to ER-I Section. This practice is making delay in process of leaves and obtaining approval from the competent authority.

It has now been decided that all the teaching staff shall submit their leave applications (*Duty Leave / Earned Leave / HPL etc*) directly in the ER-I Section. The ER-I Section will process the leave applications and submit to Vice-Chancellor through Registrar. This will speed up the processing of leaves and save time.



**Deputy Registrar
ER-I Section**

To:

All Teaching faculty of MANUU

Copy to:

1. Deans, School of Studies
 2. Heads of all Departments
 3. Director, DDE
 4. CTEs / Polytechnics / Off Campuses / RCs/SRCs/MSs
 5. Dean, Academics
 6. Vice-Chancellor's Office
 7. Registrar's Office
 8. Director, CIT - For uploading website
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- } For favour of circulation among faculty members of the Dept. / Centre
- on MANUU