Ref: MANUU/ER-1(B)/F-110/2019-20/ 1803   21ˢᵗ May, 2019

OFFICE ORDER

Ref: Office Order No.MANUU/ER-1(B)/F.110/2019 dated: 11.05.2019.

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With reference to the Office Order cited and in continuation to clause 4 of the above referred order which reads as under:

"Teachers from the teaching Departments/Centres/DDE/Polytechnics/CTEs are required to perform examination/admission related work during the vacation as per the requirement of the University. In-lieu of any curtailment of vacation by two weeks, the University teachers will be credited with 1/3rd of the period of their Earned leave",

Hence, all the Deans of Schools and Heads of the Departments/ CTEs/Campuses/DDE/Polytechnic/Centres are requested to take prior approval of the competent authority for availing vacations and submit the following:

i. The HoD shall submit proposal (15) days advance prior to commencement of the Vacations with full justification specifying the purpose, duration, No. of days and No. of Teachers required through the concerned Dean of School & Director of the Centre to the competent authority.

ii. During vacations, if the Heads / Deans / Directors wish to avail full/portion of vacation, they may do so, with the prior permission with competent authority.

iii. The Principals of all the three Polytechnics (viz., Hyderabad, Bangalore, Darbhanga) shall forward their request through the concerned Dean.

iv. If the services of any teacher is required on emergent basis, the same should be intimated to the Registrar within (15) days after the vacations along with the copy of the evidence / attendance.

Deputy Registrar
(ER-I Section)

Copy to:

- All Deans of School of Studies/HoDs of the Teaching Departments/Directors of the Centres/ Principal, CTEs/ Polytechnics/ Incharge, Lucknow Campus/ Director, DDE
- Office of the VC/PVC/Registrar/Finance Officer/CoE
- Director CIT for uploading the information