

लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा विश्वविद्यालय, ग्वालियर

(भारत सरकार, मानव संसाधन विकास मंत्रालय की अधिसूचना क्रमांक-एफ.9-14/92-यू.3
दिनांक 21.09.1995 द्वारा यू.जी.सी. एक्ट 1956 की धारा 3 के अन्तर्गत घोषित)

Lakshmbai National University of Physical Education, Gwalior

(Declared under Section 3 of the UGC Act, 1956 vide GOI, Ministry of HRD
Notification No. F.9-14/92-U.3 dated 21.09.1995)

क्रमांक Admn/15/2007/14

दिनांक 28.4.2011

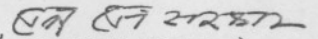
कार्यालय आदेश

संस्थान द्वारा अवकाश की स्वीकृति के संबंध में एक विस्तृत कार्यालय आदेश क्रमांक एडमिन/2007/15/58 दिनांक 13.05.2010 जारी किया गया है, परंतु यह पाया गया है कि इसका पूर्णतया अनुपालन नहीं हो रहा है। अतः उक्त कार्यालय आदेश की प्रति संलग्न कर सभी संकाय सदस्यों, अधिकारी गण एवं कर्मचारी गण को आदेशित किया जाता है कि उक्त आदेश का कड़ाई से अनुपालन किया जाना सुनिश्चित करें। भविष्य में अवकाश के समस्त आवेदन इस उद्देश्य से निर्धारित प्रपत्रों में ही अवश्य प्रस्तुत करना चाहिये।

A detailed office order No. Admn/2007/15/58 dated 13.05.2010 has been issued by the Institute regarding grant of leave. However, it has been observed that this is not being fully complied with. Hence, all the faculty member, officers and the employees are provided a copy of said office order with the direction to ensure that this order is strictly complied with. For all types of leave, these application forms must be used in future.

(प्राधिकार : कुलपति महोदय के अनुमोदन दिनांक 26.04.2011)

संलग्न- उपरोक्तानुसार।


(डॉ. एल.एन. सरकार)
कुलसचिव

प्रतिलिपि-

- कुलपति सचिवालय
- कुलसचिव सचिवालय
- वित्त अधिकारी
- सभी अधिष्ठाता
- सभी विभागाध्यक्ष
- सभी उप कुलसचिव
- सभी सहायक कुलसचिव
- सभी अनुभाग प्रमुख
- स्टाफ नोटिस बोर्ड
- संबंधित पंजी
- कार्यालय आदेश पंजी

LAKSHMIBAI NATIONAL UNIVERSITY OF PHYSICAL EDUCATION, GWALIOR

No. Admn/15/2007/ 58

OFFICE ORDER

Dated : 13.5.10

Sub: Instructions regarding grant of leave to the staff of Institute and maintenance of records.

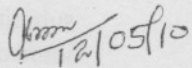
During scrutiny/disposal of leave applications, so many discrepancies have been noticed. It is, therefore, directed that in future, the following instructions may be kept in view while submitting leave application:-

1. Leave other than casual leave will not be claimed as a matter of right.
2. An employee will submit the application for grant of casual leave in advance (as far as possible) to his immediate supervisor/Head of Section.
3. Application for earned leave should normally be submitted well in advance. The employee shall submit joining report on the day of resuming the duties.
4. Application for commuted leave should be supported with proper sickness certificate issued by the treating doctor of Govt./Private recognized Hospital in Form 3 or in Form 4 as the case may be. The employee shall submit joining report along with proper fitness certificate on the day of resuming the duties.
5. In case the employee proposes to be out of Headquarters during the period of leave/closed holidays, prior permission to leave Headquarters shall be taken showing complete leave address/contact number.
6. In the event of an emergency or urgent requirement which does not permit the employee to submit written application as above, it shall be the duty of the employee to inform his immediate supervisor/Head of Section about his absence from the duty with specific duration and purpose. In case the duration exceeds 3 days, such Supervisor/Head of Section will submit written intimation to the Registrar in this regard. In all such cases, the Supervisor/Head of Section shall ensure that application on prescribed form is submitted by the employee of re-joining the duties.
7. If an employee is absent from duty for a period exceeding 1 day without intimation, it will prima-facie construe as un-authorized absence and the Supervisor/Head of Section will submit written report to the Registrar for further necessary action.
8. Repeated un-authorized absence of an employee will be viewed seriously and may attract disciplinary action as well as withholding the salary for the same month.
9. The Supervisor/Head of Section will be responsible to consider the feasibility for the grant of leave applied for by an employee under his control and on being satisfied that the work will not suffer on account of his absence, the application will be forwarded to the Registrar with specific recommendations i.e. "Recommended for sanction" on the very same day of receipt

of application from the employee. The applications merely signed or "forwarded" will not appreciated/accepted.

10. The Supervisor/Head of Section will make internal arrangement during the absence of an employee on leave.
11. While forwarding application of employee to the Registrar as above, the Supervisor/Head of Section will ensure its entry in the Attendance Registers being maintained by the Section (in respect of Group B and C employees).
12. The faculty members will submit their applications through their respective HODs in accordance with above provisions. However, Deans, Controller of Examinations and HODs will submit their applications directly to the Vice Chancellor.
13. The applications of faculty members for duty leave and special casual leave shall be supported with the documents of universities etc.
14. The above procedure will be applicable in respect of all kinds of leave except compensatory leave. The account of compensatory leave shall be maintained by the Department themselves and the concerning Heads of Section will be responsible to follow the rules in this behalf. Entries made in the compensatory leave register/account will be attested by the Head of Section.
15. The Vice Chancellor and Registrar may check the attendance of staff, relevant records including attendance registers periodically to ensure that the procedures laid down in this office order are being complied with.
16. The compliance of above provisions shall be ensured by all concerned.

(Authority Vice Chancellor's approval dated 1.5.2010 and 10.5.2010)


(Dr. L.N. Sarkar)
Registrar

Copy to:-

- VC Secretariat
- Registrar Secretariat
- Finance Officer
- Internal Audit
- All Deans
- All HODs
- All Deputy Registrars
- All Assistant Registrars
- All Heads of Section
- Staff Notice Board
- Concerning file
- OO file