



# हरियाणा केंद्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित, नैक से 'ए' ग्रेड प्राप्त)  
(Established vide Act No. 25 (2009) of Parliament, Accredited 'A' Grade by NAAC)  
जिला महेंद्रगढ़, हरियाणा - 123031 District Mahendergarh, Haryana

No.: CUH/Reg. Off./2024/Office Order/1580

दिनांक: 15.04.2024

### कार्यालय आदेश/ Office Order

It is for the information and compliance by all concerned to get approval from the Vice-Chancellor through Samarth before proceeding for Duty Leave or Earned Leave, as per university norms.

However, in case of urgency Casual Leave or Special Casual Leave can be used. The software will not be accepting any approvals which are for dates prior to the date of sanction by the Vice-Chancellor. So, all officers granting approvals/ recommendations should process efficiently.

This is issued with the approval of the Competent Authority.

*Skuman*  
15/4/2024

कुलसचिव  
Registrar

प्रति/Copy to:

1. सभी शिक्षक, ह.के.वि./All faculty members, CUH
2. सभी शिक्षणोत्तर कर्मचारी, ह.के.वि./All non-teaching employees, CUH
3. कुलपति सचिवालय (कुलपति की सूचना हेतु), ह.के.वि./Vice-Chancellor's Secretariat, CUH
4. समकुलपति सचिवालय (समकुलपति की सूचना हेतु), ह.के.वि./Pro Vice-Chancellor's Secretariat, CUH
5. स्थापना शाखा (शैक्षणिक), ह.के.वि./Establishment Branch (Teaching), CUH
6. स्थापना शाखा (गैर-शैक्षणिक), ह.के.वि./Establishment Branch (Non-Teaching), CUH