



Baba Farid University of Health Sciences, Faridkot

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Circular

It is observed that this office usually receive application/s for various kinds of leave at the nick of an hour and it becomes difficult to get the approval of the Authority in short span of time or on the same day of the leave. Keeping this in view, the Competent Authority has taken the strict view and issued following guidelines for compliance:-

1. Earned Leave, Half Pay Leave, Medical Commuted Leave for 15 days in case of group B, C, and D employees is to be sanctioned by Head of Institute where service book of the concerned employee is maintained and Child Care Leave, Maternity Leave, Paternity Leave, Ex-India Leave etc. must be sent to the University for Approval of the Competent Authority.
2. Approval of Earned Leave, Half Pay Leave, and Medical Commuted Leave, Ex- India Leave, Child Care Leave, etc in case of Group A employee for any number of days is to be sent to the University for the approval of the Competent Authority.
3. Case of Academic leave of all faculties where TA/DA is sought, is to be sent to the University for Approval and where no financial implication involves sanction can be given by the Head of the Institution. But case of Academic leave of the Head of the department /Institution is to be sent to the University for the Approval of Competent Authority.
4. Any case where approval of the Competent Authority is required must reach the University in office note form through respective branch/ College/Hospital/institution at least 15 working days ahead and accordingly the employees must submit their application one month ahead in their respective place of work.
5. Where ever applicable requisite Performa and undertaking need to be filled for applying the leave.

Rules for approval of the Leave are to be strictly followed by the Sanctioning Authority as well as by the officials availing leave and there should not be any compromise regarding this.

Above guidelines are to be followed strictly in letter and spirit.

P.S. copy of Leave Proformae & Undertaking is uploaded for use in future

Registrar