

BERHAMPUR UNIVERSITY
BHANJABIHAR: BERHAMPUR-760007(GANJAM)
ODISHA

No. 4574 / Admn-II (NT)

Date: 01/6/2022

OFFICE ORDER

It is observed that employees are availing leave without prior approval of the authorities, which leads to dislocation of the office administration. Hence, after careful consideration it is ordered that all the Teaching and Non-Teaching employees are required to take prior permission of the Vice-Chancellor and Registrar respectively before availing Leave (viz. Earned Leave/ Academic Leave/ Duty Leave/ Paternity Leave, Maternity Leave etc.) except in case of medical emergency & Casual Leave. In case of Commuted Leave the application must be accompanied with prescription of registered medical practitioner or hospital.

This order shall come into force with effect from the date of issue of this order.

Memo No. 4575 (85) / Admn-II (NT)
Copy to:

By order
REGISTRAR
Date: 01/6/2022

1. The Chairman, P.G Council/ All Heads of P.G. Depts.// Warden, P.G Hostels// All Superintendents, P.G Hostels// All Officers// All Section Officers and Office Supdt. // All Directors// Superintendent, Type & Issue// Principal, L.R. Law College, Berhampur// Principal, School of Education, Berhampur University// Librarian-I/c, R.P.Padhi Library// Headmistress, UHSS// Programme Co-ordinator, NSS Unit/ Secretary, Sports Council, Berhampur University for information and necessary action.
2. Secretary to the Vice-Chancellor// P.A to Registrar, Berhampur University for information and necessary action.
3. The Webmaster, Berhampur University for information. He is requested to upload the notice in the University Website.

REGISTRAR