

مولانا آزاد نیشنل اردو یونیورسٹی
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MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

VICE CHANCELLOR'S SECRETARIAT



MANUU/SVC/IC/2016/622

25.01.2016

NOTE

The Vice-Chancellor's Office receives many applications from staff members who wish to avail long leave for different reasons. Such applications are duly forwarded by the concerned Head/Principal/Regional Directors. In all such cases the forwarding authority should not only forward the application but write a note that who would be taking care of the job responsibility of the person going on leave, either teaching or non-teaching, and must ensure that the work of the person going on leave is well taken care of by equally competent person. It is the duty of the forwarding authority to ensure that due to absence of the person there should not be any effect on the normal functioning of the concerned section/department and the beneficiaries including students do not suffer.

This is issued with the due approval of the competent authority.

Perle
25.1.16.
Secretary to Vice-Chancellor

To

All HoDs, Principals, Regional Directors, Section Heads