

PANJAB UNIVERSITY, CHANDIGARH

No. 618-718/EST I
Date 24/11/2023

CIRCULAR

From

The Registrar,
Panjab University,
Chandigarh.

To

1. The Chairperson/Head/Director of all the University teaching & all the Coordinators of the Institute of Emerging Areas in Sci. & Technology and Social Sciences, Panjab University, Chandigarh.
2. The Chairperson, V.V.B.I.S & I.S., Sadhu Ashram, Hoshiarpur.
3. The Director, P.U. Regional Centre, Sri Muktsar Sahib.
4. The Director, P.U. Regional Centre, Ludhiana.
5. The Director, S.S. Giri P.U Regional Centre, Hoshiarpur
6. The Director, P.U. Rural Centre, Kauni, Sri Muktsar Sahib.
7. All the Principals of P.U. Constituent Colleges.

Sir/Madam,

It is for the information that the concerned Director/ Chairperson/ HOD of the Department/ Centre/ Institute is the custodian of service books in case of faculty members of the Panjab University, therefore, the dealing officials of the concerned Department/ Centre/ Institute are advised to maintain all the office orders/leave orders and make necessary entries/ updation of the same in the service books under attestation of the concerned Chairperson/ HOD, accordingly.

Further, for the purpose of computation of period of actual service while making entries of earned leaves in the service books of faculty, all the period of leaves availed by faculty members except casual, special casual, special academic and duty leave shall be excluded, in terms of Regulation 11(D) at page 139 of P.U. Cal. Vol.-I, 2022.

The same may be got audited from the office of ACLA (Audit Branch), P.U. immediately but not later than 15 days from the receipt of office orders regarding sanction of leave.


Registrar
Panjab University,
Chandigarh