

तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi

Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvapur - 610 101

☎:04366-277256 / email: establishment@cutn.ac.in



CUTN- 3-4/2014-Estt/ 1327

Dated: 15.02.2016

CIRCULAR

Sub: Submission of Leave application /NOC for visiting aboard- Reg.

As per the Approval of Competent Authority, following are conveyed for strict compliance:

1. Teaching and Non-Teaching staff has to submit their leave application /other requests through concerned department HoD/Head (In-charge)/Section In-charge only.
2. All kind of Leave application has to be submitted at least a week in advance for getting the approval from Competent Authority. During emergency situation leave application may be sent through email and on reporting day, hard copy may be submitted through concerned department HoD/Head (In-charge)/Section In-charge.
3. While availing Duty leave & Special Casual leave, Teaching Faculty shall get prior approval from the Competent Authority. Further, they have to submit their attendance/participation certificate from the host Institution/College/University, within one week of joining the duty. Otherwise the aforesaid leave will be debited from their leave account.
4. Teaching and Non-Teaching staff while availing the Earned Leave / Commuted Leave they have to submit the joining report upon reporting to the duty, on the same day without fail. If they had availed Commuted leave, they have to submit Medical certificate & Fitness Certificate (Forms – 4 & 5) on return to duty, which may be downloaded from CUTN Website under Downloads.
5. Teaching staff have to obtain the NOC/Permission to attend Workshops, Seminars/Conferences at National/International Level/Personal visits aboard. It has been noticed in few of the recent requests that the issues related to their travel grant/source of funds, receiving fellowship/honorarium/stipend or any other financial assistance for their visit i.e. whether it will be arranged by faculty themselves/organizers or they intend to get from funding agency have not been mentioned. In some cases faculty obtain NOC and later request for travel grant from CUTN based on the NOC.

NOC and Travel grant are not linked to one another. It may be noted that NOC is an administrative matter and it cannot be linked to CUTN's commitment for financial support. Accordingly, it is requested that such NOC/Permission should be applied well in advance and should be self-contained with prescribed proforma for leaving station /headquarters, which may be downloaded from the CUTN website under downloads i.e. **Proforma for leaving station – head quarters**, so that this office would assess and process the application in one go, instead of processing it in piece meal.

6. If Teaching and Non-Teaching staff avail On Duty (for Official work), they shall give the information citing the purpose of journey, place of visit and duration of visit through concerned department HoD/Head (In-charge)/Section In-charge to the Establishment section for records.

This issues with the approval of Vice-Chancellor.

Copy to:

1. All Regular Teaching & Non-Teaching Staff (through Email)
2. PS to VC
3. PA to Registrar

16/2/2016
(Dr. S. Bhuvaneshwari)

Registrar

Registrar

कुलसचिव

Central University of Tamil Nadu

तमिलनाडु केंद्रीय विश्वविद्यालय

Thiruvananthapuram-610004

तिरुवान्थपुर-610004