



तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडीपरिसर/Neelakudi Campus, तिरुवारूर/Thiruvapur - 610 005.
☎: 04366-277230/ email: registrar@cutn.ac.in

CUTN 3-4/2014-ESTT/ ११५४

DATE: 14.10.2020

CIRCULAR

Please refer to this Office Circular dated 06th October 2016 (copy enclosed) regarding forwarding of leave application of faculty/staff members by the Head/Dean.

It is once again reiterated that while forwarding leave applications of faculty by Heads of the Department, alternative arrangement for academic commitments need to be clearly mentioned for enabling this office for speedy disposal of matter. Further application related to leave or any other matter forwarded by Heads of the Department/Deans of School should have clear **recommendations**, without which this office will not be able to process any proposal.

१४/१०/२०२०
Registrar

To
All faculty/ Officers/Staff

डॉ. एस. भुवनेश्वरी / Dr. S. Bhuvaneshwari
कुलसचिव / Registrar
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारूर / Thiruvapur - 610 005.

Copy to

1. Dean of Schools/ Heads of Department/Heads of Section
2. Finance Officer
3. Controller of Examination, CUTN
4. Librarian, CUTN
5. PS to VC



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तिरुवारूर/Thiruvavur - 610 101

5/c

CUTN - 29(26) / 2016 - Reg. Sec/232

6th October 2016

CIRCULAR

It is observed during recent days that the leave request from Faculty members were not in appropriate format and requests are not reaching the section in time. Hence, all faculty members are again requested to submit their corresponding leave application only in the prescribed format which is available in the University website prior to availing the leave.

The leave application format need to have forwarded by the Head of the Department and class adjustments made during the period of absence. The women faculty applying for Child Care Leave (CCL) should obtained prior Administration approval.

Copy to:

1. Heads / Head (I/c) / Coordinator of all Departments.
2. All Faculty
3. PS to VC

8/10/16
06/10/2016
Registrar

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी

Registrar / कुलसचिव
Central University of Tamil Nadu
तमिलनाडु केन्द्रीय विश्वविद्यालय
Thiruvavur / तिरुवारूर - 610 101.