



(Accredited "A" Grade by NAAC)

No. MANUU/E.R-I(B) / F.110 /2016-17/38

12<sup>A</sup> April, 2017

**CIRCULAR**

**Sub: MANUU – E.R-I Section – Procedure for sanction of Duty Leave / Special Casual Leave – Reg.**

**Ref: 1. Circular No. MANUU/ER-I (B)/F.110/2013-14/711 dated 03.09.2013  
2. Vice-Chancellor's approval dated 12.04.2017**

\* \* \*

In partial modification to the Circular cited above. All the teaching staff members are hereby informed that they shall apply for sanction of Duty Leave / Special Casual Leave as per rules in the following manner:

- For sanction of Duty Leave to attend Seminar / Conference / Workshop etc. the teacher has to submit the application along with the copy of invitation letter to the Head of the Department 10 days before the commencement of leave and forward same immediately to the ER-I Section. However, (10) days stipulation will be relaxed, if the event is organized within (10) days.
- For sanction of Special Casual Leave to carry out academic activities, invited as an expert member, to conduct viva for Ph.D Scholars, to act as Observer, evaluation work, Board member, Board of Studies, Subject expert Committee, Selection Committee member and any other such assignment of confidential in nature will be exempted from the condition for applying 10 days before the event. Upon receipt of invitation from the organizers they may submit application through HoD to ER-I Section along with the copy of invitation for sanction of Special Casual Leave.

**"By order"**

  
**Deputy Registrar  
(ER-I Section)**

**To**  
**All Deans of School of Studies**  
**All Directors of Centres**  
**All Heads of Departments (Teaching)**  
**All Principals of CTE's / Polytechnic's / Lucknow Campus**  
**The Librarian, Sayyid Hamid Central Library**

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- PVC's Office
- Registrar's Office
- Finance Officer
- The Joint Director, CIT for uploading the circular on the website
- Concerned file

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