



**CAREER POINT UNIVERSITY
HAMIRPUR
(NAAC accredited University)**

Office Order

No. CPUH/Estt/OO/2023-21851-90

Dated: 04.10.2023

The Competent Authority has ordered that HODs will only sanction the leaves that are allowed in the semester. The HODs will not sanction any kind of leave thereafter, if leave is not there in balance. These leaves shall be routed to Hon'ble Vice Chancellor by the HODs.

Further, faculty members going on leave are expected to remain vigorous and accessible for official communications and if a faculty member plans to travel out of station while on leave, they are required to provide prior information. This may be treated as one of the terms & conditions of the Appointment Letter.

**By Order
Vice Chancellor**

Endst No: Even

Dated: 04.10.2023

Copy of above is forwarded to following for information and necessary action:

1. Dean Academic Affairs CPUH
2. All Deans/Associate Deans CPUH
3. All HOD's CPUH
4. All Faculty members CPUH
5. Non Teaching Staff CPUH
6. PS to VC CPUH

Assistant Registrar

Copy forwarded to following:

- Dean Academic Affairs CPUH
- All Deans/Associate Deans CPUH
- All HOD's CPUH
- All Faculty members CPUH
- Non Teaching Staff CPUH
- PS to VC CPUH