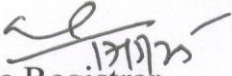




CIRCULAR

ACTION ON LEAVE APPLICATION SUBMITTED IN ERP

1. Please refer to this office Circular dated 16th Dec 2024.
2. It is once again reiterated that leave applications submitted by faculty members/ employees in the ERP system are neither approved nor rejected by the concerned authority in a timely manner. Additionally, it has been noted that the concerned authority keeps the leave requests pending for an indefinite period and sanction them in bulk during the last week of the month, which leads to unavoidable delays in updating records and causes an overload in the Registrar's office for calculation of attendance.
3. As directed by the competent authority, henceforth, any leave application submitted by an employee in the ERP must be approved, or rejected (whatever the case may be) within two days from the date of application. Your attention and co-operation on this matter will be appreciated.


I/c Registrar

All Deans/ Principals/ Heads
Director, Admission and Marketing
Finance Officer
Administrative Officer
Head IT Cell
Account Office

CC

PVC - For information please.
PS to VC - For information to the Hon'ble VC please.


I/c Registrar

