



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Ph.: 0522-2440822 Fax: 2441888

Letter No.....¹³⁰⁵/Estt.BBAU/18
Date:.....^{24/9/18}.....

CIRCULAR

As per provision 5(3) Chapter-XX of Academic Ordinance of the University, Earned Leave is to be credited in the EL account of faculty members holding various administrative posts during Winter and Summer vacations.

In accordance with the above, concerned faculty members are requested to send their request in the enclosed format for crediting of Earned Leave in their EL account within 10 days to the office of Registrar for further needful.

This issues with the approval of the Competent Authority.

Registrar

Encl: Earned Leave credit form

Copy to:

1. I/c website for its uploading.
2. Guard file.

Registrar



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Earned Leave Credit Form

1. Name
2. Designation
3. Department
4. School
5. Position held during vacation

S.No.	Nature of vacation	Academic Year	From	To	Total no. of days

(Signature)
with seal and date

Forwarding Authority

#copy of Office Order vide which the aforesaid position has been offered.