



F. No.11-10/2019/Admn.

Dated 12<sup>th</sup> July, 2022



CIRCULAR

It is informed to all the employees of this Institute that there are set rules for availing Leaves (Earned Leave / Medical Leave / Child Care Leave etc.) this is reproduced as under :-

1. Earned Leave may be applied holistically 15 days before and after getting sanction only one can proceed on leave.
2. Child Care Leave, Maternity Leave and Paternity Leave has to be sanctioned by the Director needs to be applied before 15 days & Leave should be availed only after it sanctioned by the Competent Authority.
3. All leave have to be applied in Earned leave form in e-office only not in ERP.

All the concerned are therefore requested to follow the guidelines for availing the leave so that the public work is not affected.

This issues with the approval of the Director.

  
(B. L. Kokkula) 13/7/2022  
Sr. Administrative Officer  


Distribution:

1. Director / Joint Director Cell.
2. All Head of Divisions/OIC of Sections/Unit/Cells.
3. Officer Incharges of all Regional Centres of CIFE.
4. SAO/ AO/ F&AO/ All AAOs/ AF&AO.
5. Secretary, IJSC.
6. Staff.all@cife.edu.in
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