

Punjab Engineering College (Deemed to be University)

Application for Earned Leave (EL)/Half Pay Leave (HPL)/Commuted Leave/Extra-Ordinary Leave (EOL)/Extension of Leave

1.	Name:	Employee Code No.	
2.	Designation:	Department/Centre/Section:	
3.	Kind of Leave applied for: If Commuted Leave, please attached Medical Certificate	Yes/No/N.A	
4.	Duration of Leave	No. of Days:	
		From:	To:
5.	Saturday/Sunday/Holidays, if proposed to be prefixed or suffixed	Prefixed:	
		Suffixed:	
6.	Permission to leave the Station: Yes/No If yes, Please indicate the name of the Station & Period	Station Visiting:	
		From:	To:
7.	Reason for availing Leave:		
8.	Does the Leave applied fall during Examination Days ?	Yes/No	
		If Yes, No. of Days: Dates: Please give special reasons (attach a sheet)	
9.	Whether the Applicant propose to avail LTC for the Block Year during this Leave	Yes/No	
10.	Alternate Arrangements made during the Leave Period, in respect of: (a) Academic Responsibilities (please obtain concurrence of respective Faculty/Staff Member) (i) Classes/Lab Classes *(ii) M.E. Thesis Work of M.E. Student(s) working with you *(iii) Ph.D. Thesis Work of the Student(s) working with you (b) Other Responsibilities: (i) Department level: (ii) Institute level: (c) Confirm that the concerned & respective Coordinating Officer as in 10 (b)(ii) (if applicable) and the Director (if applicable) has been informed.		
11.	Contact Address with Mobile/Telephone No., while availing the Leave:		

Leave admissible as per Service Book Records:

Recommendation of HoD/HoC/Head of Section

Signature of the Applicant
Date:

Dealing Assistant

(Leave Admissible/Leave Not Admissible)
Supdt Establishment Section

Sanctioning Authority
Director/Dy Director/Registrar/Assistant Controller (F & A)

* To be filled in by the Faculty Member, if applicable and if the Duration of Leave exceeds one month

PUNJAB ENGINEERING COLLEGE: CHANDIGARH
(Deemed to be University)

C I R C U L A R

In continuation of this office circular Endstt. No. PEC/SE/3647-692 dated 06.02.2019. The members of faculty/staff of PEC frequently apply for sanction of Earned Leave/Half Pay Leave/ Extra- Ordinary Leave etc. without giving sufficient time to process the cases by the office and in some cases the staff apply the leave after availing the leave. It becomes very difficult for the office to deal with such cases. It is also noticed that faculty/staff does not submit their departure/joining report before/after the Earned Leave/Half Pay Leave/ Extra- Ordinary Leave.

It is, therefore, brought to the notice of all members of faculty /staff that applications for sanction of Earned Leave/Half Pay Leave/ Extra- Ordinary Leave as stated above are applied **atleast 15 days before the actual date of proceeding for the event (except in emergency cases) and Ex India Leave should be applied atleast 30 days before the actual date of proceeding for the event.**

HODs/Section Incharges are further requested that such application be received and forwarded only if they fulfill the terms & conditions within the time and with proper recommendation for sanction of such leave.

Endstt. No. PEC/SE/ 2021/ 12032-70

[Signature]
Registrar 28/7/21
(Ad-Interim)
Dated: 28 JUL 2021

A Copy is forwarded to the following for information and necessary action: -

1. All Heads of Department / All Deans / All Section Incharge(s)
2. Head, Workshop Skill Development Centre
3. Head, Career Development & Guidance Centre
4. Head, Centre of Management & Humanities (CMH)
5. Head, Communication, Information & Media Cell (CIM)
6. Head, CSRC
7. Head, Computer Center
8. Chairman, Estate & Works
9. Chairperson Library
10. O/I College Dispensary
11. DC (F&A)
12. AC (F&A).
13. Section Officer-I
14. Section Office-II
15. ASDA (Hostel)
16. P.A to Director
17. P.A. to Deputy Director
18. P.A. to Registrar.

[Signature]
Registrar 28/7/21
(Ad-Interim)

No. PEC/SE/ 20355

Dated:

02 DEC 2021

CIRCULAR

Attention of Faculty/ Staff members is drawn to Circular vide Endst. No. PEC/SE/2021/12032-70. dated 28.07.2021 regarding Faculty and Staff members frequently apply for sanction of Earned Leave/ Half Pay Leave/ Extra Ordinary Leave, etc. without giving sufficient time to process the cases by the office.

It is once again reiterated that the rules regarding applying for different kind of leaves may be followed in letter and spirit.

Endst. No. PEC/SE/21/ 20356-389

[Signature]
Registrar
(Ad-interim)
Dated: 02 DEC 2021

A copy of the above is forwarded to the following for information and necessary action:

1. Deputy Director
2. All Deans
3. All Heads of the Departments
4. All Centre Heads (CIM, CMH, Data Sciences, CC, CDGC, CSRC, I&PD)
5. Chairman (Estate & Works)
6. Chairperson Library
7. DC(F&A)
8. AC(F&A)
9. Section Officer
10. All Superintendents
11. O/I College Dispensary
12. PA to Director
13. PA to Registrar

[Signature]
Registrar
(Ad-interim)
Dated: 21/12/21

PUNJAB ENGINEERING COLLEGE, VIDYA PATH, SECTOR 12, CHANDIGARH, 160012
(A Deemed to be University Under Section 3 of UGC Act,1956)

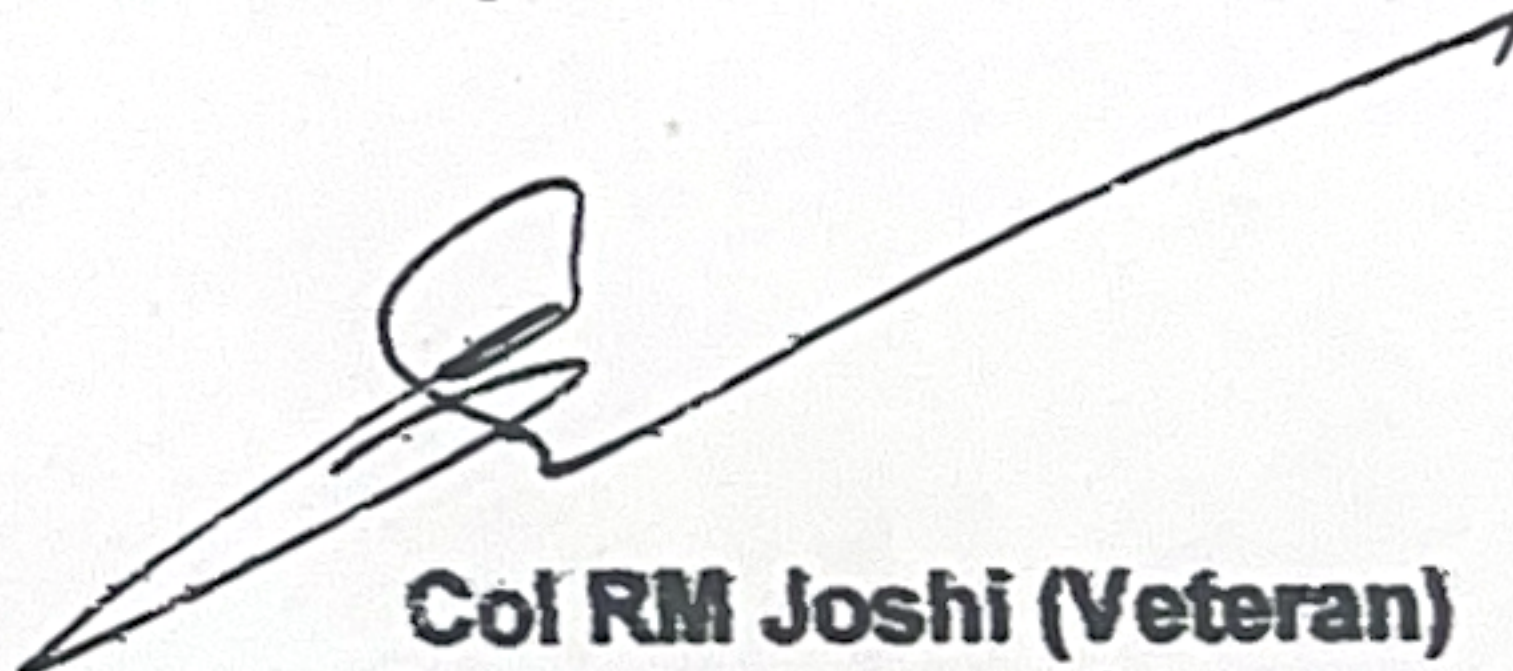
No. PEC/Est/SE/Prior Approval Leave/23 9882

19 July 2023

OFFICE ORDER

1016

1. It has been observed that some of the officers/employees apply for a long leave (more than 03 days) just a day prior to proceeding on such leave. In some cases, they apply for the long leave only after the long leave has been availed, without proper sanction by the Competent Auth.
2. This is not a healthy practice and results in non availability of competent person to terminate the appointment for the Duration of Leave, because of very short time/no time available to get the leave approved. There is a need to have suitable relief, who can take additional responsibility for the duration of leave, so that the work of the Dept/Centre/Section/Office etc do not suffer.
3. In view of above, the **Competent Authority has instructed that all Dept/Centre/Section/Office etc must notify the Link Officer and ensure both of them don't proceed on leave simultaneously.** Also, whenever long leave is applied, the same be processed at least 10 days prior to the Date of Proceeding on Leave, except for the situation, such as leave on medical or any other exigencies or critical circumstances or emergencies faced by the employees. In no case, an employee should proceed on leave, unless the said leave is granted by the concerned Authorities.


Col RM Joshi (Veteran)
Registrar

Distribution:-

1. Dy Director.
2. All Deans/HoDs/HoCs.
3. Chairman (Estate & Works)/Sr Incharge Library.
4. O/I Dispensary.
5. Dy Controller (Fin & Accts), All ARS & All SOs/Suptds.
6. Head Computer Centre - Please upload the same on the Institute website.
7. Webmaster - Please disseminate the same to all the officers and employees.
8. PA to Registrar.


Registrar