



REGISTRAR

JAMSHEDPUR WOMEN'S UNIVERSITY

SIDHGORA CAMPUS (BESIDE SURYA MANDIR), JAMSHEDPUR

JHARKHAND, PIN - 831 009

Ph. No.: 0657 - 2249105

Email: registrarjwu@gmail.com

registrar@jwu.ac.in

Ref. No.: JWU/R/2026/...609.....

Date: ...18/08/26.....

CIRCULAR

As directed, the following circular regarding leave is being issued: -

1. The admissible leave to regular and vocational Teaching and Non-teaching will be as per leave applicable to them according to government notification. However, the financial reimbursement will be as mentioned in University act, in this regard.
2. There will be no Special Leave (2days/month) admissible to vocational teaching and non-teaching staff.
3. All teaching and non-teaching staff, must submit leave (in hard copy) to concerned HoD, (the Dean should be informed about it). The information about leave should be communicated to Registrar Office by 12:00 noon every day. The hard copy may be submitted the next day.
4. The faculty having administrative duty like HoD, or Dean or other University level duty, must take prior approval of Leave from higher authority (HoD from Dean, Dean from VC, and general administrative staff from Registrar and Registrar from VC).
5. All Heads of Departments (HoDs) should avail leave after approval of respective Deans.
6. The responsibility for maintaining and updating the Leave Records of all Departments is hereby assigned to Mr. Sachin Boral.

All Dean and all Heads/In-Charges of the respective Departments are requested to ensure that all leave applications and related records of their employees are submitted to Mr. Sachin Boral from time to time for proper maintenance and updating of the Leave Records.

This order shall come into force with immediate effect.

**Note:- No leave application will be entertained on e-mail.
(Except for emergency situations)**

By Order

Sd/-

Registrar (I/c)

Jamshedpur Women's University,
Jamshedpur

Memo No. JWU/R/2026/...609.....

Date: ...18/08/26.....

Copy to:

1. PA to V.C. for kind information to the Hon'ble Vice Chancellor.
2. All Dean/HoDs/In-charges.
3. In File.

[Signature]
18/08/26

Registrar (I/c)

Jamshedpur Women's University,
Jamshedpur