



No.MANUU/ER-I(B)/F.110/2016-17/1202

17<sup>th</sup> November, 2016

**CIRCULAR**

**Sub: MANUU – ER-I Section – Providing the details of no. of days worked during vacations (i.e., Summer / Winter) by the Teaching faculty members – Information called for - Reg.**

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The Heads of the Teaching Departments/Centres/Polytechnics are hereby requested to provide the details of teaching staff who have performed duties during vacations i.e., Summer / Winter to facilitate the credit of 1/3<sup>rd</sup> of Earned Leave in lieu of working during vacations as per proforma enclosed.

It may kindly be noted that the total number of working days shall be counted excluding Holidays, Leaves, Saturdays and Sundays. Therefore, the concerned Heads are requested to certify the actual number of days on which the faculty members have performed duties during vacation in the proforma enclosed.

The above information may kindly be furnished on or before **01<sup>st</sup> December, 2016**.

**# By Order #**

**Deputy Registrar  
ER-I Section**

**Copy to:**

1. All Heads / In-charge of Departments (Teaching) → with a request to kindly note and bring to the notice of their staff members
2. V.C / Registrar offices
3. Director CIT – for uploading the information on the website
4. Concerned file

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



**Proforma for crediting of 1/3<sup>rd</sup> of Earned Leave**

Sl. No.	Name & Designation of the faculty	Department	Nature of Vacations	Year and Period of vacations	Total No. of days worked excluding Sat, Sun, Leaves & Holidays	Nature of work assigned during the Vacation by HOD

Signature of faculty: \_\_\_\_\_

Name of the faculty: \_\_\_\_\_

Designation: \_\_\_\_\_

I hereby certify that information furnished is true to the best of my knowledge.

**Head of the Department  
Signature and Stamp**