



जामिया हमदर्द جامعه حمدرد JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-11006:
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.ac.in

No: Estab/LD/2026/198
Dated: 03/02/2026

NOTICE

It has been observed that certain leave applications (other than casual leave) submitted by employees are being retained at the level of Deans/Directors/Heads of Departments/Section In-charges, instead of being forwarded for approval on an immediate basis.

As per the established practice and rules of the University, the Vice-Chancellor is the competent authority for sanction of all types of leave in respect of Teaching Staff. All such leaves are sanctioned at the discretion of the Vice-Chancellor.

Therefore, all Deans/Directors/Heads of Departments and Section In-charges are hereby directed to ensure that:

- (a) All leave applications (except Casual Leave) of Teaching Staff are forwarded to the Registrar's Office without any delay, in the prescribed format, along with their specific remarks/recommendations, if any, for further submission to the competent authority.
- (b) No such leave application shall be retained, approved, rejected, or decided at the level of the Dean/Director/HOD/Section In-charge, rather than it should promptly be forwarded to the Registrar's Office for consideration and decision of the Vice-Chancellor.

Authority: Approval of Vice-Chancellor dated 02-02-2026.


(Col. Tahir Mustafa)
Registrar

Copy to:-

1. All Deans
2. Director, IQAC/Director, R&DC
3. Chief Proctor/Provost (Girls/Boys)/DSW
4. All Heads of the Departments/Offices/Units
5. Finance Officer (Offg.)/Controller of Examinations
6. Librarian / Incharge, HAH-CIT
7. A.R. (Acad.) / AR (Estab.)
8. AR/Secretary to Vice-Chancellor
9. Sr. P.A. to Registrar
10. Peronsal / Guard File
11. Website Notification through HAH-CIT