



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi - 110062
Phone : 011-26059688 (12 Lines)
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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Jamia Hamdard

Ref. No.: JH/Exam/IC/2026/05/01

Dated: 30.04.2026

Office Order

Sub: Restriction on Leave during Examination Period-Reg.

It has been observed by the Hon'ble Vice-Chancellor that faculty members are frequently availing Duty leave, Special Casual Leave (SCL), Casual Leave, Earned Leave during the examination period, which is adversely affecting the smooth conduct of examinations across different schools.

2. In order to ensure uninterrupted examination-related duties, the Competent Authority has directed that No Leave whatsoever shall be sanctioned to any faculty members till 30.05.2026
3. All Deans, Directors and Heads of Departments are hereby requested not to forward/recommend any application for Leave (including for themselves) to the Registrar/Vice-Chancellor's Office pertaining to this period.
4. In case of extreme emergency/exigency only Earned Leave (EL) or Casual Leave (CL) may be recommended and forwarded to the Vice-Chancellor's Office for consideration.

This issues with the approval of the Competent Authority.

Controller of Examinations

Copy to:

1. All Deans/HoDs/Directors/In-charges-Sections-through email
2. Dean-Academics/Director/IQAC/Director-RDC/DSW/Provost (Boys/Girls)
3. Finance Officer (Officiating)
4. In charge of HAHCIT for uploading on the University Website
5. AR/Secretary to Vice Chancellor
6. Sr. PA to Registrar
7. Guard File