



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

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Ref. No.

Date

Date: 15.04.2024



NOTICE

Subject: Leave Application Procedure for Teaching & Non-Teaching Staff

Dear Faculty and Staff,

It has come to our attention that there have been instances where leave applications are being submitted solely via email without being registered in the leave application register at the college office. To ensure proper documentation and coordination of leave requests, we are implementing a leave application procedure effective immediately.

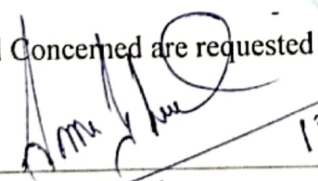
Henceforth, all teaching and non-teaching staff members are required to adhere to the following procedure:

Leave Application Submission: Leave applications may be submitted through email. However, it is imperative that the same information is also entered in the office register. Additionally, for 'On Duty Absence', leave will only be granted if a prior application with supporting documents and certificates are submitted to prove one's attendance in the place of duty.

Note: In the case of Casual Leave (CL) and Earned Leave (EL) beyond two days, leave cannot be granted without proper application, except with permission from the Governing Body.

Registration in Leave Application Register Book: After submitting the leave application via email, it is mandatory for staff members to register their leave request in the Leave Application Register Book maintained at the college office.

All Concerned are requested to note.


Dr. Soma Ghosh
Principal

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