OFFICE ORDER

SUBJECT: -NON-RECORDING OF LEAVE OF ABSENCE-

1. Principal of University Polytechnic (Boys), A.M.U, recently reported to the Pro-Vice-Chancellor that leave of teaching/non-teaching staff of the Boys Polytechnic is not being sent to Leave Section immediately for entry in records. Whenever, an employee applies for any kind of leave, it has to be signed by the Principal/relevant authority for onward transmission to Leave Section for entitlement report and for further process of sanctioning. Instead of sending applications to Leave Section these were surreptitiously kept in the Office by the Dealing Clerk and applications were later on destroyed for accrual of some benefits due to which accumulated balance of leave of concerned employee stands in excess. More than 50 unreported and dumped applications were found in the Office of University Polytechnic.

2. The Vice-Chancellor and Pro-Vice-Chancellor have viewed this scam very seriously and warned the Dealing Clerk of the University Polytechnic for such malpractice. Similar type of scam in other Departments/Offices of the University cannot be ruled.
out. In order to avoid such illegal and unethical practice, the Vice-Chancellor has directed the following:

(a) A separate Leave Register for teaching and non-teaching employees will be prepared in all the Offices of the University wherein every leave application will be entered with details as per format enclosed at the time of putting up for sanction. Whenever anyone applies for leave, the leave application as well as maintained Leave Register will be signed by the Principal/Director/Head of the Department who will affix his signatures on both.

(b) A close monitoring of leave applications of the Department/Office whether these have been dispatched to Leave Section and received back after entitlement recording thereon will have to be done. This will eradicate possibilities of such type of scams.

1. Please ensure the maintenance of Leave Registers in all the Departments/Offices of the University and the same will be inspected during the visit of the Vice-Chancellor and Pro-Vice-Chancellor to your Department/Institution.

2. The above will be promulgated with immediate effect by all the respective Competent Authorities.

Encl: Format of Leave Register.

(Prof. S.M Jawed Akhtar)
Off. Finance Officer
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**FORMAT OF LEAVE REGISTER**