



OFFICE OF THE PRINCIPAL,
CHARAMPA MAHAVIDYALAYA, BHADRAK

No. 257/CMV/23 / Date 05.10.2023

NOTICE

It is for the information of both the teaching and non-teaching staff that applying for C.L, E.L, and Study Leave ~~etc~~, have been made mandatory through **HRMS**. It needs the recommendation of respective HODs and in case of office staff, the recommendation of Head Clerk I/C is also mandatory. In order to avoid confusion HODs or the Head Clerk **I/C** are required to contact the undersigned long before the approval. They can also in worst case produce an application with recommendation of HODs and Office Staff with recommendation of Head Clerk **I/C**. Leave applications can not be approved without prior consultation with to the undersigned. It is essential for the arrangement of classes and other duties and to avoid any kind of dislocation.

It is expected to apply for leave one or more days before the day of sanction of leave.

P. Nayak
Principal

Principal 05.10.23
Charampa Mahavidyalaya
BHADRAK