

From

The Registrar,
CCS Haryana Agricultural University,
Hisar.

To

All Deans/Directors/HODs/Sections,
(including outstations),
CCS HAU, Hisar

Memo.No.Admn.F.3/09/2066-9165
Dated: 29/4/09

Subject: Submission of cases of faculty members for leave/visit abroad.

The Vice-Chancellor, CCSHAU, Hisar has ordered that while submitting the cases of faculty members for leave/visit abroad, the following certificates may also be given by the Head of Department before submission^{of} the same to the Controlling Officer/Vice-Chancellor:

- i) Workload, Projects being handled by the teacher and alternative arrangement made to look after the work load/Project work during his absence.
- ii) How the fund provided in the project will be utilized in the absence of the teacher. ?
- iii) Is there any financial liability on the part of the University?
- iv) Teaching load of the teacher and who will look after the teaching work during the absence of the teacher.

The above instructions of the Vice-Chancellor may be kept in view in letter and spirit while sending such proposals.

R. Lal
28.04.09
Registrar

CC:

1. Asstt. Registrar (GA), CCSHAU, Hisar for revising the profoma of leave accordingly at the earliest.
2. Supdt.(F)/All Assisnat(Internat)