



Doon University, Dehradun

Office of the Registrar

No. 77/67/R-DU/2024 Date 08 February 2024

Office order

It has been observed that some of the employees of the University utilize their Duty Leave (DL) and/ or Earned Leave (EL) without seeking prior approval of the competent authority, and they send their request letters for approval later on. Likewise, after availing Medical Leave (ML) and while joining, the employees are submitting fitness certificate from the Doctor who has not been his/ her treating Doctor. In view of such instances, all employees of the University are expected to strictly follow the following guidelines while availing DL, EL and ML:

1. Duty Leave must be approved by the University Administration before the employee leaves for the place and to the institution where he/ she is required to perform during the DL. After availing DL and while joining back, the employee must submit a "certificate of attendance/ presence" issued by the institution where he/ she performed during DL. If the employee fails to submit such a certificate, he/ she shall be deemed to be absent or absconding for the given period.
2. Before availing Earned Leave, the employees must submit a request letter to the university administration through his/her respective Dept. Head/ In Charge, at least one week before he/ she wishes to go on EL.
3. After availing Medical Leave and upon joining, the employees must submit a fitness certificate issued by his/ her treating Doctor only.

This is being issued with the direction of Hon'ble Vice Chancellor.

(Dr. M.S. Mandrawal)
Registrar

Copy to:

1. PA to VC for kind information of Hon'ble Vice Chancellor.
2. All Deans/ All Heads/ All officers.
3. All employees (teaching and non teaching).
4. IT In Charge, for uploading the University website.


(Dr. M.S. Mandrawal)
Registrar