



Nirwan University Jaipur

Established by the Rajasthan State Legislature vide Act No. 2 of 2017 and recognised u/s 2(f) of the UGC Act 1956

Ref.No. NUJ/REG/2025/4006

Date: 20-3-2025

STAFF CIRCULAR

As per approval from the competent authority, all academic staff members are directed to note that since most of the staff have already utilized 8 leaves in the current quarter (November-January), in light of this, all staff members are advised to plan their leave accordingly and ensure that any further leave requests are justified and approved by the designated authorities. This direction is effective immediately, and all staff members are expected to adhere to this policy.

This is as follows:

1. A minimum of two days' prior notice is required for leave.
2. If the leave application is not approved or the employee does not inform the authority properly (as per norms), he/she will be marked WPL and one and a half days' salary will be deducted.
3. Leave applications will not be approved through WhatsApp or Gmail. All leave applications must be submitted through the official leave management system or in-person to the concerned authority.
4. In case of emergency leave, an email on the same day is mandatory. A formal leave application must be submitted on the next working day after the leave, otherwise, it will be counted as WPL (Without Pay Leave).
5. If a staff/faculty member works on a holiday (In or Out-campus), CCL will be allowed by management with an approved application to mark attendance by the 30th of the month. The CCL application should be submitted by the next working day.
6. Approved leave applications will be submitted to the HR office only. If a leave application is not submitted to the HR office, it will be considered as WPL.
7. An employee can take a maximum of two days' leave only in a month through the official leave management system.
8. It is mandatory to give charge of your tasks to another employee during your leaves.
9. During examination time, evaluation time, and other important activities running in the university, leaves will not be permitted.
10. A maximum of one half-day may be availed in a month, only in emergency cases only.

Strictly Compliance

OSD to Chairperson



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