



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage: <http://www.cuj.ac.in>

Ref. No. CUJ/DSW/H.A./2022/18/944

Date: 22/12/2022

NOTICE

It is notified to the Hostellers, Girls Hostel Cheri-Manatu to abide by the instructions required to be compulsorily followed for the persuasion of taking leave from the Hostel. The instructions are mentioned as such:

1. Dr Arpita Panda, the resident warden from the date 22nd December, 2022 onwards will be the authority in granting of the hostel leave for the hostellers. In case of a leave request on a special case and emergency grounds, she may consult to the administrative warden.
2. In case of absence (on leave) of the resident warden, the leave application may be approved by the in-charge warden.
3. The leave application will be approved only after the girls come up with the prescribed leave form duly signed by the Head/coordinator, and resident warden.
4. After submission of the leave application in hard copy to the Hostel Office, the information of the leave is also to be sent to the email of the warden i.e. warden2.gh@cuj.ac.in, along with the cc to their parents (mother/father or both).
5. An incomplete request for leave in any circumstances will not be approved and the hostellers will be marked absent from the hostel.
6. The improper and inappropriate leave request will be treated as violation of hostel discipline and a disciplinary action will be taken against them.
7. The office day and timing of giving the leave application is from Monday to Friday at 1:00pm to 4:00pm.

Amma Minz
22-12-2022
Dr. Seema Mamta Minz
Administrative warden (girls)

Copy forwarded to the following for information and necessary action:

1. All Deans of Schools
2. All Heads/Coordinators of Departments
3. PS to VC, PS to Registrar & PS to Finance Officer
4. DSW Office/Admin Warden (Girls)/Warden (Girls)
5. Security Office
6. Technical cell for upload in website
7. Notice Board, Concerned File & Guard File