

JAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025
जामिया मिल्लिया इस्लामिया
(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

Tel. : 26984075, 26988044
26981717, 26985176
Fax. : 011-26980229
Grams : JAMIA
E-mail : registrar@jmi.ac.in
Website: http://jmi.ac.in



Office of the Registrar

कुलसचिव कार्यालय

F.No. SB&L/RO/JMI/2016

April 07, 2016

CIRCULAR

The Vice-Chancellor, with a view to streamline/standardize the application form for leave, has approved the enclosed Proforma of Application Form, for sanction of various kinds of leave.

All the employees of Jamia Millia Islamia (Teaching / Non-Teaching) are directed to apply for leave in the prescribed common Application Form which is available in the University website also. Any other mode of application for sanction of leave shall not be entertained. However, the present system shall continue in respect of sanctioning of all kinds of leave.

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

To:

1. All Deans of Faculties/ Heads of Departments/ Directors of Centres/ Librarians/ Offices of JMI.
2. Director, FTK-CIT with the request to display the Application Form in the JMI Website.
3. Secretary to Vice-Chancellor, JMI.
4. Asstt. Registrar, Registrar's Secretariat, JMI.