

**CIRCULAR**

Sub:- Salary Processing in UNISPARK – Directions to be followed while submitting Application for Leave by the Self Drawing Officers – Reg.

Ref :- \_\_\_\_\_

The following directions shall be strictly followed while submitting Application for Leave (Form No.13) by the **Self Drawing Officers** of the University:

1. Leave application (in Form No.13) must be submitted in advance or as soon as the Officer returns from leave, but not later than one week from the date of rejoining.
2. Item No.14-'*Date of return from last leave and the nature and period of that leave*' (Form No.13) must not be left blank (if no eligible leave is taken since joining, the same shall be written).
3. Item No.17-'*Remarks & Recommendations of the Controlling Officer*' (Form No.13) must be duly filled by the Controlling Officer concerned before submitting the Leave Form.
4. The portion "CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE" (item No.18 onwards) in the Leave Form need **not be** filled by the Officer nor by his/her Controlling Officer.
5. Objected Leave Applications shall be re-submitted with proper corrections within a week by the officer.
6. Any Application for Leave in Form No.13 submitted by the **Self Drawing Officers** shall be forwarded to Payroll B Section first. The Payroll B Section shall verify its admissibility and will update the leaves in UNISPARK Database / Gazetted Entitlement Register of the officer concerned before forwarding the same to Administrative Wing for issuing necessary University Order in this regard.

All Officers under Self-drawing category are directed to follow these instructions

**Dr. Meera V \***  
Registrar

\* This is a computer generated document. Hence no signature is required.