

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല  
**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

No. Payroll B/CIRCULAR

KOCHI-22

Dated: 23.12.2023

**CIRCULAR**

Sub:- Leave Processing of Self drawing officers - Submission of leave applications to Payroll B without delay - Instructions issued.

Ref :- Circular No. Payroll B/CIRCULAR dated 19.04.2021

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Vide reference cited, University has issued directions while submitting an application for eligible leave (leaves other than casual leave) by the self drawing officers. But there have been instances of undue delays in the forwarding of Leave Applications (in Form 13) for self-drawing officers to the Payroll B Section. This delay has posed difficulty in reconciling leave records with the Monthly Attendance Statement for salary processing.

Hence it is informed to all Officers/ Teaching staff under self-drawing category and the Controlling Officers concerned, to strictly follow the directions issued in the circular cited. The application for leave other than casual leave in Form No. 13 must be submitted either in advance or promptly upon the Officer's return from leave, but not later than one week from the date of rejoining.

All heads of the departments/schools/offices shall also ensure to collect all those leave applications that are claimed in the Monthly Attendance Statement, before sending the same to Payroll A section for salary processing. Leave Applications of self-drawing officers thus collected, shall be immediately forwarded to Payroll B Section through Inward/Tapal Section after proper recording of the dispatch in the respective sections.

To streamline the process further, heads of departments/ schools/ offices are requested to ensure the collection of all leave applications claimed in the Monthly Attendance Statement, before transmitting the same to Payroll A Section for salary processing. The collected leave applications of self-drawing officers should be expeditiously forwarded to Payroll B Section through the Inward/Tapal Section. Proper recording of the dispatch should also be done in the respective sections.

**Dr. Meera V \***  
Registrar

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