



Shaheed Benazir Bhutto University

Sheringal, Dir Upper, Khyber Pakhtunkhwa Pakistan

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Ref. No: SBBU/Estb/Ntf/24-15

Dated: 24.04.2024

NOTIFICATION

I am directed to refer the Vice Chancellor Office circular No. SBBU/Cir/23-329 dated 10.02.2023 and Notification No. SBBU/Estab/Ntf/23-03 Dated 02.10.2023, where in it was directed that no officer/official will leave the University without prior approval of the leave applied for by them. It has been noticed that the instructions are still not being followed. The competent Authority has taken serious notice of this practice, and it is once again directed that concerned employee who applies for leave should leave the University only after the sanction of the leave applied for. Incompliance in this regard may lead to leave days availed without authorization, considered as leave without pay.

This is issued with the approval of the Vice Chancellor.

Assistant Registrar Estab

Copy for information to:

1. PS to Vice Chancellor
2. PS to Registrar
3. All Heads of Teaching / Admin Departments / Sections
4. Assistant Registrar M/R
- ~~5. Web In-charge~~
6. Notice Boards
7. Record File

Assistant Registrar Estab