

ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
PO: PAU, LUDHIANA - 141 004 (Pb.)

F. No. 9(191)/2019-Cdn/

534

Date: 07.12.2020

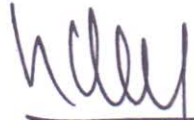
CIRCULAR

In continuation of circular F. No. 8(10)/2001/Estt/231-249 dated 27.04.2018 and F. No. 9(191)/2019-Cdn/148 dated 16.07.2020 regarding implementation of Uniform Leave System in respect of ERP HRMS-Leave module w.e.f. 16th July, 2020 at this Institute. It is reiterated that Leave application should reach to the Establishment Section 10 days in advance on ERP MIS-FMS. No employee will leave the station without prior sanction of the leave, failing which that period will be treated as willful absence, except in cases of emergency and for satisfactory reasons. After availing leave, he/she will submit the joining report on ERP-MIS under *CIPHET Employee Self Service – Joining Report* option.

Further, all PCs, HODs, In-charge Sections is requested to kindly check ERP MIS-FMS on regular basis and reassign with comments/ recommendation the leave as applied by staff to the undersigned for further process within time.

All HODs/PCs & Section In-Charges are hereby requested to bring the contents of this circular to the notice of each working under their control for strict compliance.

This is issued with the approval of the Director.


07/12/2020
(H.L. Meena)
Sr. Administrative Officer

Sr. Administrative Officer

Distribution:-

1. All PCs/HODs/Section In-Charges, ICAR-CIPHET, Ludhiana
2. Acting Head, HCP, ICAR-CIPHET, Abohar
3. I/c KVK, ICAR-CIPHET, Abohar
4. I/c AKMU, ICAR-CIPHET, Ludhiana – for upload on Institute's website.
5. PS to Director, ICAR-CIPHET, Ludhiana
6. Notice Board.

I/c AKMU