

JADAVPUR UNIVERSITY
KOLKATA - 700032

Ref. No. REC/N/350/22
Dated 30-11-2022

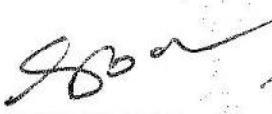
CIRCULAR

It is notified for information to that the all concerned that the Jadavpur University online leave management portal will be reopened w.e. f 01.12.2022.

To run the said system the process to be maintained are stated as follows:

- 1) Submission of offline leave application procedure will be stopped with effect from 01.12.2022 and no offline leave application will be considered after 30.11.2022
- 2) The online leave application is to be forwarded through the concerned Section in charge/ Head of the Department/ Director/ Officer /Superintendent as applicable for each of the employees.
- 3) The individual's employee id is to be used as Users ID and "123456" is to be used as the initial password and which can be changed afterwards while using the portal.
- 4) The user ID and Password applicable for the concerned Section in charge/ Head of the Department/ Director/ Officer /Superintendent would remain the same as it was used previously.
- 5) The hard copy of successful online submission of leave application is also to be forwarded by the concerned Section in charge/ Head of the Department/ Director/Officer /Superintendent as applicable for each of the employees and to be submitted in the 'Office of the Registrar'.

This circular will also be cited in the official website of JADAVPUR UNIVERSITY,
<https://jadavpuruniversity.in>


30.11.22
REGISTRAR

Copy to:

All Departments/Sections/Units/Schools/Centre (Including Salt Lake Campus)

Mr. Shyamal Bose – System Administrator, for display in the J.U Website