



PATNA UNIVERSITY

Notice

After the activation of leave account on SAMARTH portal, it is found that teaching and non teaching employees proceed on leave without prior approval only after submitting the same on SAMARTH portal. To streamline the process following instructions are for compliance by all concerned:

1. All leave applications should be submitted on SAMARTH portal at least 15 (fifteen) days in advance of the proposed date of leave so that it could be processed on time.
2. Employee must not leave headquarters or proceed on leave without obtaining prior approval of the competent authority.
3. In case of leave in emergency situations, the concerned employee (Teaching and Non teaching) will inform her/his controlling officer at the earliest through telephone/e-mail/message and seek provisional approval. A formal application alongwith relevant details may thereafter be submitted at the earliest possible opportunity for regularisation of the leave period.

By order of the Vice Chancellor

Shalini
27-5-2026
Registrar

Patna University

Dated 27/05/2026

Memo no...*A.C./R./2364*

Copy to 1. All teaching & non teaching employee of P.U, 2. In charge, IT Cell, P.U for uploading on website and 3. PA to R & VC for information and n.a.

Shalini
27-5-2026
Registrar

Patna University

27/5/26

