



# PACHHUNGA UNIVERSITY COLLEGE

(A Constituent College of Mizoram University)

NAAC Accredited A+&2022 NIRF Ranking 35<sup>th</sup>

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No.72/1/PUC(Estt)/2025/840

Aizawl, the 31<sup>st</sup> July, 2025

## NOTIFICATION

This is to inform that one-third (1/3) period of Official duty performed by Teachers during vacation can be claimed, which is eligible for credit to the Earned Leave Account. The Official duty performed include all the Heads of Department, Teachers taking charge of Head of Department during vacation, Teachers performing study Tours, On site Paper Evaluation, taking PG Classes etc.. excluding duties involving remuneration and Research Projects.

In this regard, all Heads of Department, In-Charge of Head of Department during Vacation, and teachers, who performed official duty during vacation period, irrespective of the year, may submit their claim in writing, to the undersigned, clearly mentioning the duration and stating the work performed during the duration with relevant documents to support their claim at the earliest.

Sd/-

(Prof H. LALTHANZARA)

Principal

Pachhunga University College

Copy to :

1. PS to Principal, for information.
2. Vice Principal, for information.
- ✓ 3. All Heads of Department, for information with a request to circulate this notification among the Faculty members.
4. All Administrative Officers, for information and necessary action.
5. File

Principal

Pachhunga University College