



# BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY

Dhanbad, Jharkhand - 826004

E-mail:- [registrarbbmku@gmail.com](mailto:registrarbbmku@gmail.com)

Ref: BBM KU/R/.....<sup>406</sup>...../2026

Date ..27/02/2026.....

From,

Registrar  
Binod Bihari Mahto Koyalanchal University,  
Dhanbad

To,

All Principals  
Constituent Colleges,  
Binod Bihari Mahto Koyalanchal University, Dhanbad


Sub: Submission of Applications for Paternity Leave / Maternity Leave / Child Care Leave

Sir/Madam,

It has been observed that applications pertaining to Paternity Leave, Maternity Leave, and Child Care Leave of teachers / non-teaching staff are often forwarded to the University without complete supporting documents, clear recommendations, or within insufficient time for proper processing. This results in delay in obtaining sanction from the competent authority.

In this regard, you are hereby requested to ensure strict compliance with the following instructions:

- 1. Time Frame for Submission:** All applications must be forwarded to the University at least **30 (thirty) days in advance** of the proposed commencement of leave, except in unavoidable or emergency circumstances.
- 2. Mandatory Supporting Documents:** Each application must be accompanied by:
  - o Leave application by the applicant
  - o Medical certificate issued by a registered medical practitioner/hospital (where applicable)
  - o Expected date of delivery certificate / Birth certificate (as applicable)
  - o Service particulars (Date of Joining, nature of appointment, confirmation status, etc.)
  - o Details of similar leave previously availed
  - o Proof of child's age (in case of Child Care Leave)
- 3. Clear Recommendation of the Principal:** The forwarding letter must contain a clear and specific recommendation, certifying:
  - o Eligibility of the applicant under the applicable leave rules
  - o Verified leave account statement
  - o Arrangement made for academic/official work during the leave period
  - o Explicit statement whether the leave is "Recommended" or "Not Recommended"

  
27.02.26



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4. **Incomplete Applications:** Applications received without requisite documents and clear recommendation will not be considered.

You are therefore requested to ensure that all such cases are processed carefully at the college level and forwarded to the University strictly in accordance with the rules and within the prescribed time frame to facilitate timely sanction.

*P. Tripathy*  
27/02/26

Registrar

BBMKU, Dhanbad.

*TM*  
27.02.26