



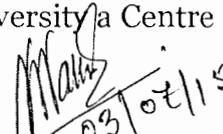
VIDYASAGAR UNIVERSITY
MIDNAPORE - 721 102

Date: 03.07.2015

NOTIFICATION

As directed by the Hon'ble Vice-Chancellor and in continuation to the earlier Notifications (dated 03.10.2013 & 27.01.2014 respectively) from the undersigned, I am to remind all Administrative Officers of Vidyasagar University that as per the Vidyasagar University First Statutes, you have been assigned with an important responsibility as an Officer of the University and are expected to carry out your assignment with the optimum workmanship. Accordingly, your absence in the University appears to be a real concern in the smooth functioning of the University administration. I would request you to kindly refrain from applying for leave on particularly those working days which at times fall between or along with the public holidays, unless it is an extreme emergency. Inevitable medical leave has to be substantiated by proper medical documents in order to get *post facto* approval of the same.

Let us march together towards establishing Vidyasagar University a Centre of Excellence in the days to come.

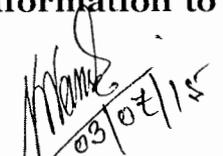

(Dr. J. K. Nandi)
Registrar (Actg.)

Memo No. VU/R/Noti./1023/2015 dated 03.07.2015

Copy to:

- 1) All Administrative Officers of V. U.
- 2) The Dean, Faculty of Science, V. U.
- 3) The Dean, Faculty of Arts & Commerce, V. U.
- 4) All Officers of DDE, V. U.
- 5) The Secretary to the Vice-Chancellor – for kind information to the Hon'ble Vice-Chancellor, V. U.
- 6) Relevant File.




(Dr. J. K. Nandi)
Registrar (Actg.)
VIDYASAGAR UNIVERSITY
MIDNAPORE

University EPABX – 276554 / 276555 / 276557 / 276558

Fax – 275329 / 275297

E-mail : vidya295@mail.vidyasagar.ac.in