



*Office of the Registrar*  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102.

Dated : 03.12.2015.

**NOTIFICATION**

In supersession of the notifications issued by this office earlier pertaining to leave of officers of this University including DDE and the Deans of faculties of this University, it has been directed to notify again for general information that for taking any kind of leave by the Dean(s) and Officer(s) of this University including DDE, those are associated with the administration of this University, the leave application must be submitted to the office of the Hon'ble Vice-Chancellor in this regard directly henceforth.

The concerned officials are being informed accordingly and they are requested to strictly adhere to the above method stipulated by the University.

Sd/-  
**Registrar (Actg.)**

Memo No. : VU/R/Noti./1649/2015 dated 03.12.2015.

Copy forwarded for information and necessary action to :

01. the Deans of the faculty concerned.
02. All Officers of this University.
03. All Officers of DDE.
- ✓ 04. Information Scientist - for uploading it on University website.
05. the Office Supdt., Registrar's Office.
06. the Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.
07. the Establishment Section.



*[Signature]*  
03/12/15  
**Registrar (Actg.)**  
Registrar (Acting)  
VIDYASAGAR UNIVERSITY  
MIDNAPORE