

Most Urgent
No. 802/VCS/17
Dt.: 21.08.2017

It has come to the notice that the faculty members send letters/files (including leave applications) to various offices of the University/other Government Organizations without following proper procedures i.e. by-passing Heads/Deans of the concerned Departments/Schools. This may be avoided.

As requested earlier also many times, all faculty members are again requested to follow proper procedures i.e. to take prior permission from the Heads/Deans of the concerned Departments/Schools before going-on any kind of leave/send letters/file to various offices of the University/other Government Organizations.

This must be strictly adhered to.

M. K. Sharma
Vice Chancellor

✓
Registrar
(For information to all concerned)
University Website

website (VCS) / *B. Sharma*
21/8/18