

**No.858-E/Pt.IV/731**

**Dated: 06.03.2020**

**NOTICE**

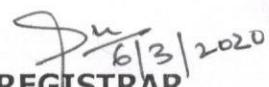
**Sub: Vacations for the Academic Session 2020-21.**

As approved by the competent authority, University will observe Vacations from 07.03.2020 (Saturday) to 15.03.2020 (Sunday) for vacational staff. The University will reopen on 16.03.2020(Monday).

The vacational staff members who have not yet completed 01 year of service will remain on duty during these vacations. However, any person may be asked to report for duty any urgent work during these vacations and in lieu of such duties they will be entitled for the benefit of Earned Leave as per the rules of the University. All the Chairpersons are requested to ensure that the academic activities for the running semester must be on the track.

The undersigned is directed to convey all concerned that the essential duties already assigned during these vacations with prior approval of the competent authority, will be performed accordingly without any deviation. All Deans/Chairpersons/WS/TPO/CHW/COE, themselves will proceed on vacation only with the permission of the Competent Authority.

Staff members, who are non-vacational, but are attached with the teaching departments and workshops shall report to the Establishment Section for their further posting during the above vacations. Their absentee details for the vacation period will be sent by the concerned In-charges, where such staff will be put on duty. The staff members are requested to submit their contact details with the respective Reporting Head before proceeding on vacations and the consolidated list of such addresses be sent to the Establishment section for record.

  
**REGISTRAR**

- All Deans/Chairpersons/WS/TPO/CHW/COE/COF/Librarian/DR(S&P)/XEN

Copy to:

- PA to VC for kind information of Hon'ble Vice-Chancellor.