



Ref. No. MANUU/RO-III/F.07/2017-18/03

Date: 27th April, 2017

C I R C U L A R

It is observed that Non-Teaching staff who are working in Off Campuses are not adhering to the regular office timings of the University. They are coming late and leaving before the office hours. The Heads of Off Campuses shall ensure that their staff members shall attend the duties on time i.e. at 9:30 am with a grace of 10 minutes and sign the attendance registers in the morning and evening with timings. The late comers shall be marked with 'red' either by head or by a designated person by Head and send the copy of the monthly attendance statement to the Registrar to ensure the punctuality of all the staff members.

Registrar I/c

To:

1. Principals (CTEs/Polytechnics/ITI's/Model Schools)
2. Incharge, Satellite Campus, Lucknow
3. Principal, Arts & Science College, Srinagar
4. Regional Directors/Incharge of Regional Centres

Copy to:

1. Secretary to Vice-Chancellor
2. Dean, Off Campuses
3. A.R (Admn. & Gov.)
4. Director, CIT for uploading on University Website.