



No. MANUU/ER-II/EF.227/2016-2017/1255

20th October, 2016

C I R C U L A R

Sub: MANUU - ER-II Section - Providing of details of attendance of Contractual Employees - Called for - Reg.

**Ref: 1. O.M. No.7/24/2007/E-III(A) dated 03.10.2016 of Ministry of Finance, Govt. of India
2. Vice-Chancellor's approval dated 18.10.2016**

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The concerned Heads of the Department/ Sections are requested to provide the details of attendance of the casual labours/contractual staff in respective Departments/Sections as per proforma given below:

Sl. No.	Name of the Contractual Employee/Casual Labour	Date of initial joining	Financial year	Total days worked
			01.04.2013 - 31.03.2014	
			01.04.2014 - 31.03.2015	
			01.04.2015 - 31.03.2016	

It may kindly be noted that Holidays and leave shall not be counted for the purpose of counting total worked days.

The above information may be provided on **PRIORITY**.

// By Order//


Assistant Registrar
(ER-II-Section)

To

All the Heads/ In-charges

Departments / Colleges/ Schools/Centers/Polytechnics/ITI/VTC/Sections/Offices etc.

Copy to:

1. The Director CIT (with requested to upload on the University Website)
2. Offices of the VC/Registrar
3. Concerned file