



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

Dated : 16.11.2016

## NOTIFICATION

In continuation to the Circular bearing No. VU/R/Circular/C397/2016 dated 12.09.2016, it has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all concerned that in case of *Earned Leave*, the leave application must be submitted at least 7 (seven) days prior to commencement of such kind of leave and also applicant should check whether it has been approved by the appropriate authority before availing such leave. It is also to notify that in case of *Medical Leave*, the medical fitness certificate from a registered medical practitioner must be submitted at the time of joining at Vidyasagar University.

All concerned are being informed accordingly.

Sd/-  
Registrar

Memo No. : VU/R/Noti./1272/2016 dated 16.11.2016

Copy forwarded for information and necessary action to to:

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's of Academic and Administrative departments - with a request to circulate the notification among all employees.,
4. The Director (Actg.), DDE - with a request to circulate the notification among all employees,
5. The Finance Officer,
6. The Deputy Registrar,
7. The Deputy Librarian,
8. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
9. The Office Supdt., Registrar's office,
10. The Establishment section,
11. The Information Scientist for wide circulation in the University website,
12. Enquiry Section,
13. Guard File



(Dr. J. K. Nandi)

Registrar

Registrar,

Vidyasagar University

Midnapore-721102