



# VIDYASAGAR UNIVERSITY

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

VU/R/Noti./0625/2018

Dated: 04.05.2018

## NOTIFICATION

In continuation to our earlier Notification bearing No. VU/R/1549/2017 dated 30.11.2017, VU/R/Noti./06/2018 dated 08.01.2018, VU/R/Noti./151/2018 dated 05.02.2018, VU/R/Noti./0336/2018 dated 08.03.2018 and VU/R/0438/2018 dated 04.04.2018 It has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all employees of Vidyasagar University that all kind of leaves of employees will now be managed through online system and also through hard copy leave application parallaly for another one month i.e. till 31<sup>st</sup> May, 2018 or until further order, whichever is earlier.

All concerned are being informed accordingly.

Sd/-  
Registrar

**Memo No. VU/R/Noti./0625/2018 Dated: 04.05.2018**

**Copy forwarded for information and necessary action to:**

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean (Actg.), Faculty of Science,
3. All HOD's TICs of all Academic and Administrative Department to circulate among all employees of his/her department,
4. The Director (Officiating), DDE, circulate among all employees of DDE,
5. The Executive Director, Computer Centre,
6. All Director / Co-ordinator / In-Charge of all Centre / Section, to circulate among all employees,
7. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
8. Ms. Papiya Dash,
9. The Establishment Section,
- ✓ 10. The Information Scientist for wide circulation on the University website,
11. Guard File.



*(Handwritten Signature)*  
04/05/18

(Dr. J.K. Nandi)

Registrar

Registrar,

Vidyasagar University

Midnapore - 721 102

Phone: (03222) 276554/555/557/558 Fax No.: (03222) 275329 / 297  
Email : registrar@mail.vidyasagar.ac.in Website : <http://www.vidyasagar.ac.in>

*(Handwritten Signature)*