



# VIDYASAGAR UNIVERSITY

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

Dated : 24.12.2019

## NOTIFICATION

In continuation to our earlier Notification bearing No. VU/R/Noti./1154/2017 dated 14.09.2017, this is to notify again for general information of all concerned that in the greater interest of the University and smooth performance of the regular activities of the University, the Officers and Non-teaching Staff members of Vidyasagar University are hereby requested to refrain from taking any kind of leave clubbing with public holidays or between two public holidays. Such leave may be granted only in cases of extreme emergency situations.

All Head / TIC of Academic and Administrative Departments, all Officers and Non-teaching Staff are requested not to apply for such leave in accordance with the above.

Hereafter, such leave may not be approved and may be treated as 'unauthorised absence' unless it is an extreme emergency and/or certified by the employee concerned. All such records will be placed at the time of the CAS / Promotion of such employees. All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

Sd/-  
Registrar

**Memo No. VU/R/Noti./1959/2019 Dated: 24.12.2019**

**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 of all Administrative and Academic departments - with a request to circulate the notification among all employees of his/her department.
4. The Director (Actg.), DDE - with a request to circulate the notification among all employees,
5. The Deputy Registrar(Admn.),
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
7. The Office Supdt., Registrar's Office,
8. The Establishment Section,
9. The Information Scientist for wide circulation in the University website,
10. Guard File



*(Dr. J. K. Nandi)*  
24/12/19

Registrar  
Registrar  
Vidyasagar University  
Midnapore - 721102  
West Bengal, India