



No: SMVDU/Adm/Estt./18/.3741.

Dated: 23.05.2018

Circular

Sub: Presence on the last working day before vacations and first working day after vacations

It is notified for the information of all concerned faculty members that neither Casual Leave nor Earned Leave can be combined with the Vacation Leave.

It is mandatory for all Faculty Members to be present on the last working day before vacations, i.e., 31st May 2018 and also the first working day after availing vacations i.e., 1st July 2018.

Only Duty Leave or Medical Leave [with proper medical certificate from a registered medical practitioner] can be clubbed with the Vacation Leave

It is therefore, enjoined upon all concerned to adhere to the above rule.


Registrar


Copy to:

1. All Deans/ Heads of Schools, for information and circulation among all Faculty members for compliance.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. I/c. Website for uploading on the University Website.
4. Office Order / Circular file.
5. Personal file of the concerned faculty members.