



NOTIFICATION

Refer to the notification vide Endst No. Gen/2020/SPL-I, dated: 21.05.2020. It was mentioned in the notification that it is mandatory for all regular non-teaching employees (including contractual/deputation) to attend the office in all working days. It has been observed that many non teaching regular/contractual/deputation based employees and outsourcing staff are not attending their respective offices. All such employees and outsourcing staff are therefore directed to attend their respective offices. If such employees/outsourcing staff are not able to attend the office because of one reason or other, they must apply the leave to their branch officer otherwise they will be treated as absent from duty and disciplinary action will be taken accordingly.

Sd/-

Assistant Registrar [Gen. Branch]

Endst No. IGU/Gen/2020/3515-3565

Dated: 23.05.2020

Copy of the above is forwarded to the following for information and further necessary action:-

1. All Chairpersons/ Incharges of University Teaching Departments
2. All Branch Officers of IGU to ensure the attendance of above mentioned non-teaching employees/outsourcing staff
3. Chief Security Officer/Security Officers
4. OSD to Vice Chancellor, for kind information of the Vice Chancellor, I.G.U, Meerpur
5. PA to Registrar, for kind information of the Registrar, I.G.U, Meerpur
6. Public Relations Officer, I.G.U, Meerpur
7. Incharge, Website – with request to upload the Notification on the official Website of the University.

Sd/-

Assistant Registrar [Gen. Branch]