

RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

No. RGU/REG-04/20

11 March, 2020.

NOTIFICATION

It has been observed that most of the employees (teaching and non-teaching) are sending their applications for availing 'compensatory leave' without mentioning the dates on which they have performed their duties on Holidays or without the approval of the university authority as well. It is to be noted that as per rules, 'compensatory leave' shall be granted by the Competent Authority with a request from the employee in advance with a proper recommendations from the HoDs/Directors/Branch Heads. After getting the approval of the same in writing, the employee (teaching and non-teaching) may avail 'compensatory leave' by attaching the approval letter.

In view of the above henceforth, it has been decided that no 'compensatory leave' shall be granted to the employee (teaching and non-teaching) without the approval of the Competent Authority in writing.


This is for information and compliance. This shall come into force with immediate effect.

This is issued with the approval of the Vice-Chancellor.

Sd/-
Registrar

Copy to:

1. PS to Vice-Chancellor for information.
2. PA to PVC for information.
3. All Deans of Faculties for information.
4. PS to Registrar/Finance Officer/CoE for information and wide circulation.
5. All Heads/Directors of the Departments / Institutes for information, wide circulation and necessary action.
6. All Branch Heads for information, wide circulation and necessary action.
7. Joint Director (CC) for information and with a request to upload it in our university website.
8. Section Officer (Teaching & Non-Teaching) for information and necessary action please.
9. Office copy.


11.03.20
(Prof. Tomo Riba)
Registrar