RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH – 791 112
ARUNACHAL PRADESH

F. No. RGU/REG-55/EST(NT)/21 Dated: 05.11.2026

CIRCULAR

During the scrutiny of the Attendance Registers of non-teaching employees posted in various Branches/Sections, the following irregularities have been observed. Accordingly, the following correctives measures are hereby prescribed for strict compliance:

1. **Attendance Register:** It has been observed that signatures of certain employees are appearing in the Attendance Registers despite their physical absence from their respective places of duty. Such practices constitute serious misconduct and are liable to disciplinary action under the applicable rules. Any employee found indulging in such practice shall be dealt with strictly in accordance with the relevant rules.

2. **Maintenance of Leave Registers:** The Controlling Officers of all branches/Sections are hereby directed to maintain proper Leave Registers (Casual Leave, RH, and Compensatory Leave). Such leave availed by employees must invariably be entered in the respective Leave Registers. Further, a consolidated monthly leave statement shall be submitted to the Office of the Registrar for record and perusal. The salary section shall prepare the bill after obtaining proper Absentee Report from the branches/sections.

3. **Monthly Absentee Report:** The Office of the Registrar shall issue the monthly Absentee Report of the employees. The said report shall be taken into consideration while processing and releasing the monthly salaries of the employees concerned. The Establishment (NT) is hereby directed to compile the monthly Absentee Report and take further necessary action as stipulated.

4. **Handing over the charges:** All employees, particularly the Branch Officers, are hereby directed to ensure that, while submitting their Departure Reports, a copy of the sanctioned leave order is invariably enclosed. Further, the charge of the respective Branch/Section shall be duly handed over to the concerned employee to ensure its smooth and effective functioning during their absence.

5. **Availing of Leave:** Employees are advised to avoid taking leave frequently, particularly during peak working periods, except in cases of urgency or medical necessity.

After obtaining proper leave approval, employees must inform the concerned Controlling Officer/Branch Officer before leaving the station.

This is issued for information and strict compliance.

Sd/-
Registrar

Memo F. No. RGU/REG-55/EST(NT)/21/ Dated: 05.11.2026

Copy to:

1. PS to Vice Chancellor for information.
2. PS to Registrar / Finance Officer / CoE for information.
3. Librarian for information.
4. All Controlling Officers/Branch Officers for information and necessary action.
5. Deputy Registrar (Est) for information.
6. Deputy Registrar (Finance/DDO) for information.
7. All Section Officers for information and necessary action.
8. Webmaster, RGU for uploading the same on the university website.
9. Office copy.

5/11/2026

(Dr. N.T. Rikam)
Registrar