



तेजपुर विश्वविद्यालय/TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/OFFICE OF THE REGISTRAR

नपाम :: तेजपुर - 784028 :: असम/ Napaam :: Tezpur - 784028 :: Assam

No.F.06-52/III(E)/4436

Date: 24.12.19

Notification

(through website and email)

The faculty members including the Heads of the Departments/Centres and Deans of the University are requested to submit the details of official duty performed during **Winter Recess 2020** through concerned Heads of the Departments/Centres/Deans.

Concerned Heads of Departments/Centres and Deans are requested to submit the detailed information as per **enclosed format** to the Office of the undersigned **on or before 31st January, 2020** for credit of earned leave in their leave account for the duty so performed during vacation period.

While submitting the details of duties performed, the following points may kindly be noted:

1. Maximum period of vacation duty is 15 days during 01.01.2020 to 15.01.20.
2. To mention the actual date/period against each assigned duty.
3. Copy of the order/notification/intimation regarding duty allotment should be enclosed.
4. Research work /supervision shall not be considered as official duty during vacation.


(Biren Das)
Registrar

Copy for information and necessary action to:-

1. All Deans, Tezpur University.
2. All Heads of the Departments/ Centres, Tezpur University.
3. The Finance Officer, Tezpur University.
4. The Secy. to the Vice Chancellor, Tezpur University for kind information of the Vice Chancellor.
5. Webmaster, Tezpur University.
6. Concerned File.


Registrar

Format for sending information regarding duty performed by faculty members during vacation

Name of Academic Department/Centre:

Name of School:

Name of the vacation (pl. tick): Winter / Summer, Year:

[illegible]

Signature of the HoD/HoC:

Date :

Counter signature of the Dean:

Date :