



# 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.11-10/II(E)/ **3227**

Date: **24-01-22**

### Notification

(through website and email)

The Heads of the Departments/Centres /Cells and Deans of the University are requested to submit the detailed information of official duty performed by the faculty members during **Winter Recess 2022** (January 01 -15, 2022) through the concerned Deans.

This information is to be submitted as per **enclosed format** to the Office of the undersigned **on or before 31<sup>th</sup> January, 2022** for credit of earned leave in the leave accounts of the faculty members 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 *January 01 -15, 2022*.
2. To mention the period(s) of vacation availed.
3. To mention the actual date/period against each assigned duty.
4. Copy of the order/notification/intimation regarding duty allotment should be enclosed.
5. Research or project 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/Cells, 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