

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

No. DR (Estab)/(409)Vol-IV/5719

Dated:12-05-2023

CIRCULAR

In continuation of this office Circular No. DR (Estab)/(409)/1007 dated 21-01-2015, it is once again notified for information of all employees (Teaching & Non-Teaching) to move their leave application through proper channel at least ten (10) working days before the time of start of their leave so that the permission may be obtained from the relevant quarters in time.

It may also be noted that no employee should proceed on leave until approval is granted; otherwise it will be treated as leave without pay.

REGISTRAR

Copy for information to:

- 1 PS to Vice Chancellor
- 2 PA to Pro Vice Chancellor
- 3 All Deans
- 4 All Chairpersons / HoDs
- 5 Deputy Registrar (Cdn)/(Acad)
- 6 Director Finance
- 7 Principal Medical Officer
- 8 Ag. Resident Auditor