



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

Date: 28.04.2022

NOTIFICATION

In continuation to our earlier Notification bearing No. VU/R/Noti./263/2022 dated 04.03.2022, this is to notify for general information of all concerned that it has been noticed that many of employees are still applying for leave in hard copies or through e-mail instead of Leave Management System (LMS) though all have been requested to apply through LMS. All employees are hereby informed that hereafter all kinds of leaves of employees will be managed only through Leave Management System (LMS) and any other forms of leave application will not be entertained. **All concerned employees are requested to apply for any kind of leave through LMS only.**

All concerned are being informed accordingly.

This notification is issued with the approval of the competent authority.

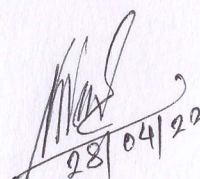
Sd/-
Registrar

Memo No.: VU/R/Noti./590/2022 dated 28.04.2022.

Copy forwarded for information and necessary action to :

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's / TICs of all Academic and Administrative departments to circulate among all employees, students and scholars of his/her department
4. The Director(Officiating), CDOE with a request to circulate among all employees of DDE,
5. The Senior Information Scientist for wide circulation on the University website,
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
7. The Office Supdt., Registrar's Office,
8. The Establishment Section,
9. Guard File




(Dr. J. K. Nandi)

Registrar

Registrar
Vidyasagar University
Midnapore - 721102
West Bengal, India