



**VIDYASAGAR UNIVERSITY**  
**MIDNAPORE - 721 102**

**Date: 03.12.2015**

**NOTIFICATION**

As directed by the Hon'ble Vice-Chancellor and in continuation to the earlier Notifications (dated 03.10.2013, 27.01.2014 & 03.07.2015 respectively) from the undersigned, I am to remind all Administrative Officers of Vidyasagar University, including the Director and other Officers of the DDE, that it has been the practice and rule of Vidyasagar University to obtain prior approval for Leave of Absence from the Hon'ble Vice-Chancellor unless it is an extreme emergency. Inevitable medical leave has to be substantiated by proper medical documents in order to get *post facto* approval of the same. It is mandatory to obtain prior approval from Hon'ble Vice-Chancellor for any Leave of Absence, unless it is an extreme emergency. Even in emergency, Hon'ble Vice-Chancellor should have to be apprised of the absence. Henceforth, any deviation from this practice shall be treated as an exception and shall be dealt with as per rules.

Let us march together towards establishing Vidyasagar University a Centre of Excellence in the days to come.

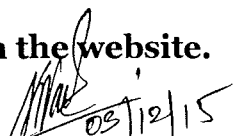
  
**(Dr. J. K. Nandi)**  
**Registrar (Actg.)**

**Memo No. VU/R/Noti./1652/2015 dated 03.12.2015**

**Copy to:**

- 1) All Administrative Officers of V. U.
- 2) The Dean, Faculty of Science, V. U.
- 3) The Dean, Faculty of Arts & Commerce, V. U.
- 4) All Officers of DDE, V. U.
- 5) The Secretary to the Vice-Chancellor – for kind information to the Hon'ble Vice-Chancellor, V. U.
- ✓ 6) The Information Scientist, V. U. – for uploading on the website.
- 7) Relevant File.



  
**(Dr. J. K. Nandi)**  
**Registrar (Actg.)**  
VIDYASAGAR UNIVERSITY  
MIDNAPORE

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