



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No. CCSU/GAD/2013/031/127

Dated: 5th January, 2022

NOTICE

As per Orders by the Governor vide Notification No. GAG(B).152/2021/30 dated 7th December, 2021, this is to inform that Cotton University will also allow its faculties and staff to avail special leave for two days i.e. 6th and 7th January, 2022 so as to enable them to spend the aforesaid days with their living parents and parents in-laws.

The faculties and staff members are requested to apply and take prior approval from concerned head/ controlling officer/section heads for the aforesaid leave and fulfil the criteria laid by the Govt. to avail this special leave.

Those faculties and staff who stay with their parents can not avail this leave. Also the departmental heads and section heads are requested to allow one fourth of the faculties and staff to take leave for smooth running of the department/offices. Necessary approval and conditions laid by the Govt. should be maintained properly.

This has been issued with the approval of the Hon'ble Vice Chancellor, CU.

5/1/22
Registrar

Memo No. CCSU/GAD/2013/031/127-33

Dated: 5th January, 2022

Copy for information to:

1. PS to Vice Chancellor for kind appraisal of the Vice Chancellor.
2. All Deans/ Officers for information
3. All Heads of the Departments/ Controlling Officer/ Section Heads for information and intimation to departmental faculties and staff of CU.
4. CSM to upload this notice in CU website.
5. Notice Boards
6. Office File.