



No: SMVDU/Adm/Estt./17/ 6001

Dated: 3rd October 2017

CIRCULAR

Sub: Presence at the place of posting

It has been observed that employees have been found roaming or sitting in offices other than their own for lengthy periods. This not only hampers the efficiency of the employee visited but also reflects poorly on the visiting employee and amounts to dereliction of duty on his/her part.

All employees are therefore, advised to refrain from such activity unless warranted by some official engagement, and ensure their presence at their place of posting during office hours.


Registrar
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Copy to:

1. All Deans/ Heads/Section Heads, for information among their employees for compliance.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. I/c. Website for uploading on the University Website.
4. Office Order / Circular file.