



F.No.RO/2019/PA/59.  
20<sup>th</sup> March 2019

**Subject: Opening of offices on Saturday 23.03.2019**

Keeping in view of the closing of financial year and to complete the pending works, all the Sectional Heads of the University are requested to keep their Division/Section opened on Saturday 23.3.2019.

2. All concerned are requested to clear the pending works and also provide inputs required by the Finance & Accounts Division.
3. The employees whose services would be sought on Saturday shall be eligible for availing Compensatory Off as per norms with prior permission from the Sectional Heads.

  
20/3/2019  
REGISTRAR

Copy to:

1. Finance Officer
2. Controller of Examinations
3. Librarian
4. Director, DDE
5. Joint Dean, Academic
6. Executive Engineer
7. Joint Registrar, Admin & Estate
8. DR, ER-I
9. AR, ER-II
10. AR, Purchase & Stores
11. AR, P&D
12. JR, Medical Cell
13. ARD, STC
14. Offices of VC/Registrar
15. Director, CIT for uploading on the University website