

**JADAVPUR UNIVERSITY**  
**KOLKATA- 700 032**

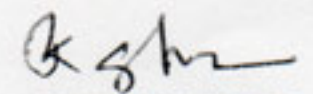
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**C I R C U L A R**

It is notified for information of all concerned that "Online Leave Management Software" will soon be implemented for application and processing of employee's leave. For that purpose all whole time Teachers, Officers and Non-teaching employees of the University are requested to submit the following information to the Personnel Section, by August 18, 2017 (Department/ Section wise) positively:

1. Employee ID.
2. Name.
3. Designation.
4. Mobile Phone Number.
5. E-mail ID.

If any employee does not have an e-mail ID, he/she is requested to provide an e-mail ID of his friend or close associate to whom he/she has access.

  
**REGISTRAR**