

JADAVPUR UNIVERSITY
KOLKATA- 700 032

Ref. No. : *REC/N/407/17*

Date : 27.11.2017

28.

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 (last & Final call) to the Personnel Section, by December 15, 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.

Rehman
28/11/17

REGISTRAR

(Acting)