



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.21-18/2019-Admn. 151

15/06/2020

Circular No. 16/2020-21

**Sub: Submission of Absentee Statement-reg.**

**Ref: 1. Audit Para during Audit of 2018-19.**

**2. Approval of Hon'ble Vice Chancellor dated 17/02/2020.**

In pursuance of Audit observation, I am directed to convey that all Deans, Chairpersons, Co-ordinators, HoDs, Section Heads to submit "Absentee Statement" on monthly basis on or before 5<sup>th</sup> of every month directly to the undersigned for further necessary action.

This is for strict compliance of all concerned.

*Alok Gupta*

Registrar (Offg.)

**Encl: Absentee Statement**

**Copy to:**

1. All Deans (By email)
2. FO (Offg.) (By email)
3. CoE (Offg.) (By email)
4. DSW (By email)
5. Provost (By email)
6. Proctor (By email)
7. All Officers (By email)
8. All Teaching Staff (By Email)
9. ICT Chairperson - **with a request to upload this circular on the University website** (By email)
10. Estate Officer (By email)
11. Professor (I/c) Library (By email)
12. Finance & Accounts Dept. (By email)
13. Admission & Evaluation Dept. (By email)
14. Academic and Authorities Section (By email)
15. Circular file
16. PA to VC



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