**F.No.9-100/2015-Admn. 1565**                                          **04/09/2025**

## Circular No.10/HR/2025-26

**Ref.: CUG Circular No.38/HR/2022-23, dated 25/11/2022.**

With reference to above, this is to inform to all Deans, Chairpersons, Co-ordinators, HoDs, Section Heads to kindly submit the absentee statement (Teaching and Non-teaching regular Employees) and attendance report (outsourced employees) through hard copy in HR Department of the University as per following:-

1. For regular staff (Teaching and Non-teaching) absentee statement (format enclosed) of previous month to be submitted by 5$^{th}$ of every month.

2. For outsourced staff (non-teaching) attendance report (format enclosed) along with copies of attendance register is to be submitted on last date of each month or on 1$^{st}$ day of next month.

3. For Guest Faculty attendance report to be submitted directly to the Finance Officer (Offg.) on the last date of each month.

Further, all outsourced staff, who proceed on the leave, their leave application duly sanctioned by HoD/Section Head/Dean/Chairperson, etc., must be forwarded to HR Department immediately.

**The staff, whose Absentee Statement/Attendance Report is not submitted in specified time limit, their salary will be processed in next month, subject to submission of Absentee Statement /Attendance Report.**

This is for strict compliance to all concerned.

**Note: No changes will be made once the absentee statement/attendance report is submitted.**

**Registrar (Offg.)**

**Encl**: (1) Format of Absentee Statement (For Regular Employees)
(2) Format of Attendance Report (For Outsource Employees)

**Copy to (By Email):**

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