



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited State Govt. University

OFFICE ORDER

It came to notice that University teachers submit their request for grant of permission to attend Refresher course and F.D.P etc. just before the date of start of such programme or after the programme. Therefore, proper examination of such requests remain unattended due to shortage of time. It has been observed by the competent authority that *"Timely submission of cases be ensured in future"*. So, it is for information of all concerned that such requests for grant of permission to attend Refresher Course & Faculty Development Programme etc, be submitted to the office of undersigned two weeks before the date of start of such course / programme.

REGISTRAR

Endst.No.F-II/2021/ 5612-5631

Dated: 06/12/2021

A copy of the above is forwarded to the following for information and necessary action:-

1. The Directors, HSB, DDE, HRDC, PDUCIC, GJUS&T, Hisar
2. All the Chairpersons / Incharges of the University Teaching Departments, GJUS&T, Hisar with the request to circulate among teachers.
3. The Librarian, University Library, GJUS&T, Hisar
4. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor) GJUS&T, Hisar
5. The Superintendent O/o the Registrar (for kind information of the Registrar) GJUS&T, Hisar
6. F-I & F-III sets

hllh
Assistant Registrar (Faculty)