



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

OFFICE ORDER

In continuation of this office orders endst. Nos. ENM/O-119/2016/21704-21764 dated 02.11.2016 and ENM/O-119/2017/2393-2453 dated 20.04.2017, it has been observed that the Deartments/Branches are not submitting absentee reports of contractual staff in time i.e. by 3rd of every month. This leads to difficulties for making payment to the contractual employees by the Accounts Branch and the Contrctor. The matter has been considered by the higher authorities and has taken serious view of it. It has been ordered that all controlling officers of the Deptts./Branch offices be directed to submit absentee report of contractual staff **by 3rd of every month positively**. If the absentee is not received upto 3rd of the month, wages/salary of the concerned contractual staff will be delayed for which the concerened controlling officer will be held responsible.

REGISTRAR

Endst. No. ENM/O-119/2017/**5584-5633**

Dated: **23.08.2017**

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

1. All Deans/Directors/Chairpersons/Incharges/HODs/BranchOfficers, Guru Jambheshwar University of Science and Technology, Hisar.
2. Head UCIC, Guru Jambheshwar University of Science & Technology, Hisar.
3. Joint Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar
4. Secretary to Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of the Vice-Chancellor).
5. P.A. to Registrar, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of the Registrar).


Assistant Registrar (Estt.)
for Registrar