



**CENTRAL OFFICE
POST-GRADUATE DEPARTMENTS
UTKAL UNIVERSITY**

No.CPG/Adm./611 (misc.)/ **318** /2022,

Dated: **04/04/2022**


OFFICE ORDER

This has come to the notice of the authority that some of the employees of the P.G. Central Office remain absent from office unauthorisedly without any application, information or prior permission which doesn't behove of a disciplined university servant. It is further noticed that some leave the office at their will and the section(s)/Unit(s) found to have been locked even during the office hours. Again, the break for lunch is for 30 minutes i.e. from 1.30pm to 2.00pm. It is observed that the staff leaving for lunch do not turn up at right time. This being a public office, such behaviour of the staff sends a very bad message. The Chairman views the matter seriously and has ordered for stern action against such unruly behaviour.

In view of the facts and as per the order of the Chairman it is notified for information of all concerned that,

1. The staff intending to proceed on leave must have to take prior permission of the undersigned.
2. All concerned are advised to follow the principle for lunch break strictly.
3. The attendance Register from all Unit(s) of the P.G. Central Office must reach the undersigned by 10.45 A.M. positively.


This may be treated as **most urgent**.


Administrative Officer,
P.G. Central Office

No.CPG/Adm./611 (misc.)/ **319 (4)** /2022,
Copy to:

Dated: **04/04/2022**

1. The Section Officer, Accounts Unit for information and necessary action;
2. The Section Officer, Academic Unit for information and necessary action;
3. The Section Officer, Administrative Unit for information and necessary action;
4. The Sr. Stenographer to the Chairman for information and necessary action.


Administrative Officer,
P.G. Central Office