



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

No.CPG/Adm./697/ **939**

/2022,

Dated: **14/11/2022**

OFFICE ORDER

This is for information of all concerned that the Application for Casual Leave (C.L.) of the staff shall be centrally maintained by the Administrative Unit of the P.G. Central Office from the date of release of this office order.

Again, the Absentee statement of all the staff shall be prepared by the Administrative Unit and submitted under the Seal and signature of the Administrative Officer, P. G. Council.

Hence, submission of Absentee statements by individual units of the P.G. Central Office is discontinued forthwith.

This shall come into force with immediate effect.



14.11.22

Chairman, P.G. Council

Memo No.CPG/Adm./697/ **940 (2)** /2022,

Copy to:

Dated: **14/11/2022**

1. The Administrative Officer, P.G. teaching Departments, Utkal University;
2. All Section Officer, P.G. Central Office, Utkal University for information and necessary action.



14.11.22

Chairman, P.G. Council