



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

*Prof. Durga Shankar Pattnaik*  
**Chairman**  
**P.G. Council**

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No.CPG/CH/

1063

/2022

Dated: 17.12.2022

**OFFICE ORDER**

It has come to the notice of the undersigned that some teachers are proceeding on Academic/Duty/Casual leave without any information to the undersigned beforehand. Sometimes communication about such leave is received by e-mail and WhatsApp and such applications neither contain the signature of the applicant nor the signature of the teacher kept in charge of the Department.

Hence, H.O.Ds and Co-ordinators are hereby advised to forward the signed applications to the Chairman, PGC in the prescribed format for following kinds of leave.

- i. Academic leave/ Duty leave of all teachers.
- ii. Casual leave of Professors and teachers who are senior to the HODs of the concerned Department.

Further, a copy of the monthly absentee statement may also be sent to the undersigned.

  
17.12.2022

Chairman, P.G. Council

Memo No. CPG/CH/

1064


/2022

Dated: 17.12.2022

Copy to-

1. All Heads of the P.G. Teaching Departments, Utkal University;
2. All Directors/ Course Coordinators, Self-financing Courses, Utkal University;

for information and necessary action.

  
17.12.2022

Chairman, P.G. Council