

KAMALA NEHRU COLLEGE
(University of Delhi)

KNC/2015

4th January, 2016

CIRCULAR

All academic staff members are hereby requested to inform about their leave to College on college official email ID: kamla.nehru.du@hotmail.com in case of any exigencies as and when. In case of planned leave or long leave, application forms must be duly submitted well in advance i.e, before one week in order to complete official formalities as per procedures. It is also informed to all academic members that medical leaves must mandatorily be supported by medical certificate as well as fitness certificate.

Further, all academic staff members are requested to submit their application forms well in advance (minimum three to five working days) for issue of any kind of official certificates / no objection certificates / experience certificates / passport certificates etc. from the College,

Kindly co-operate with the administration of the College for its smooth functioning and as per rules and regulations of the University of Delhi.


(DR. RITA MALLHOTRA)

PRINCIPAL

Staff Notice Board