



SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt-Jalandhar

Ref. No:- SBBSU/26/1344

Date:- 25-08-2020

CIRCULAR

All the Teaching, Non-Teaching and Supporting Staff are hereby informed that they will only be entitled to mark their biometric attendance as well as manual attendance up to the date of their approved contract of appointment. In case, if any employee mark his/her attendance beyond the approved contract period, this will be unauthorized presence and they will do so at their risk and will not have any legal right for the salary and other documents for such period.

This issues with the approval of competent authority.


Registrar

To:

1. Dean Academics
2. Controller of Examination
3. All Directors /Dy. Directors/ All Deans and Dy. Deans
4. All HoDs, CoDs (For circulation amongst faculty and staff)
5. C.F.A.O, Admission Cell, T&P Cell, Manager Facilities, Security Officer, Librarian, Estate Officer, Dispensary, Store In-charge, Workshop, Supdt., Chief Warden (Boys /Girls Hostel)
6. Mr. Amandeep Singh / Mr. Virpal Singh
7. Mr. Rajwinder Singh Dhami
8. Website In-charge – To upload at University website

Cc:

1. Hon'ble Chancellor - For kind information please
2. Hon'ble Vice-Chancellor - For kind information please