



**GAUHATI UNIVERSITY**  
**GOPINATH BARDOLOI NAGAR :: GUWAHATI-14 :: ASSAM :: INDIA**  
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Ref. No.: GU/Regr(SF)/2017/91

Date:30/03/2017

## **NOTIFICATION**

**Sub: Maintenance of Attendance Register w.e.f. 01/04/2017**

This is for information of all concerned that with effect from 1<sup>st</sup> of April, 2017, “**Attendance Register**” will be maintained in lieu of the “Attendance Sheet” in all Offices/Departments/Institutes/G.U. Halls/ of Gauhati University. All concerned are therefore requested to sign the Attendance Register accordingly.

It is also requested to follow the leave rules of the GU strictly with necessary intimation to all concerned, so that position of leave/on duty etc. may be posted in the Attendance Register in time and proper Absentee Statement may be prepared for drawing Salary/Leave Salary etc. for the period.

It may be noted that in case of all unauthorized absence from duty without sanction of leave, salary will not be paid for the period of absence.

Sd/- Dr. S.K. Nath  
Registrar  
Gauhati University

Dated: 30/03/2017

No: GU/Regr(SF)/2017/ 91

Copy forwarded for information and necessary action to:

1. The Finance Officer, G.U.
2. The Secretary, University Classes, G.U.
3. All Heads of Institutes, G.U.
4. The Joint Registrar, G.U.
5. The Deputy Registrar, G.U.
6. All Heads, Academic Departments, G.U.
7. All Heads, Administrative Branches, G.U.
8. All Wardens of G.U. Halls
9. The Secretary to the Vice-Chancellor, G.U.
10. The Secretary to the Registrar, G.U.
11. The Supdt., General Branch – *with a request to circulate the notification*
12. Office file

Registrar  
Gauhati University