

OFFICE OF THE REGISTRAR
(ADMINISTRATION SECTION-NT)
ALIGARH MUSLIM UNIVERSITY
ALIGARH

No. Admin/LD/ 226 /NT

Dated : 20 . 01.2017

Deans of the Faculties/Dean Students' Welfare,
Chairmen of the Department of Studies,
Principals of Colleges/Polytechnics/Schools,
Directors/Coordinators of the Institutions/Centers/Unit,
Provosts of Halls of Residence/NRSC
Head of Offices/MICs/OSDs

CIRCULAR

It has been observed that often proposals for leave arrangements / deployments of Daily Wagers against different leave vacancies are sent to this office after engaging the persons concerned and starting of leave. Even sometimes, proposals are received in this office after expiry of whole duration of the leave. In effect it leads to a situation wherein a person who is not an employee of the University is seen performing office duties.

Further, the prescribed age limit for deployment of Daily Wager is as under:

- 1) Daily Wagers (Skilled/unskilled/semi-skilled) 18 to 25 years
- 2) Daily Wagers (Clerical) 18 to 27 years

It has also been observed that some Head of the Departments/Offices are also engaging the persons who already crossed the prescribed age limit.

It is once again notified that where the leave arrangements are necessary the employee concerned may be directed to submit his/her leave application before fourteen days from the date of availing the same (except specific emergent reason). This is stipulated in the leave rules too. Proper application of the candidate along with self attested documents should be received in this office before 10 days from the commencement of leave enabling this office to process the same.

Heads of the Departments/Offices are requested to follow the above strictly except in exigencies for which detailed justification should be communicated.

(Prof. Javaid Akhtar)
REGISTRAR

H. K. A.

20/1/17

[Signature]

*Review file & upload
25/1/17*