



### NOTIFICATION

Teachers/Employees involved in the maintenance of essential services of the University are hereby informed that in case they leave station, they shall intimate the name(s) of their substitute (who will look after their duties during sanctioned leave period) to the Competent Authority.

This is for the compliance by the followings:

1. Estate Officer
2. Chief Warden
3. Wardens of Boys and Girls Hostel
4. Chief Horticulture Officer
5. Chief Security Officer
6. In-charge, Guest House
7. Junior Engineer (Civil)/SDO (CDC)
8. Security Officer
9. Campus Supervisor
10. All other functionaries in situations where their absence from duty may adversely affect some already scheduled event.

**REGISTRAR**

**Endst. No. CRSU/Estt./2022/ 1024-1035**

**Dated: 01-06-2022**

Copy of above is forwarded to the following for kind information and necessary action:

1. All the concerned.
2. PS to Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), Chaudhary Ranbir Singh University, Jind.
3. PA to Registrar (for kind information of the Registrar), Chaudhary Ranbir Singh University, Jind.

*[Signature]* 01/06/22  
f Assistant Registrar (Estt.)  
For Registrar