



Office of the Registrar
Ras Bihari Bose Subharti University

Subhartipuram, Kotda Santaur, Aamwala Road, P.O- Chandanwadi,
Nanda Ki Chowki, Prem Nagar, Dehradun - 248007 Ph: 0135- 2771925

E-mail : registrar@rbbsu.edu.in

Website : www.rbbsu.edu.in

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Notice

It has been observed that some faculty/staff members are taking leaves without prior approval. All teaching and non-teaching staff members are hereby directed to proceed on leave with prior approval/sanction, ensuring proper handing over of duties.

In case of emergencies or unpredictable circumstances, permission should be taken telephonically from the leave sanctioning authority & submit required application on the day of joining back duty. Failure to do so will be considered as absence from duty or leave without pay.

This is for strict compliance with immediate effect.

It bears approval of the competent authority.

Copy to:

Hon'ble Director MTVBR&CT
Hon'ble Vice Chancellor
Controller of Examination
All Deans/Principals/HoD/HoIs
APD/MS/Head Marketing & Publicity
Admin Officer/SSO
Accounts In-charge
Manager HR

Registrar



Registrar

