



Rajiv Gandhi University of Knowledge Technologies

Basar, , Nirmal District., Telangana State – 504107, India.

PROF S. SATYANARAYANA
VICE CHANCELLOR I/C &
DIRECTOR I/C

RGUKT/Basar/Estt/Extension/2016-17

Dt: 13.12.2016

Sub: Utilization of Casual Leave and CCL's by staff members-Reg

It is hereby informed that all the Teaching as well as Non-teaching staff of the University have to utilize their balance Casual Leave and CCLs to their credit by the end of 31st December 2016.

In the event if the CCL's are over and above five days, a maximum five days CCL will be carried over to next year.


DIRECTOR

To

All the staff members

Copy to:

1. Administrative Officer
2. The Finance Officer,
3. The Establishment Section