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Stm

March, 2018

CIRCULAR

It has been noticed that certain Head of the Departments/Institutions have forwarded all the applications of the Teaching and Non-Teaching employees for Haj Duty for deputation to Consulate General of India (CGI), Jeddah, Saudi Arabia for Haj 2018 without taking into consideration the fact that in case they would have been selected how to manage the teaching load and administrative work of the Department/Institution. They are advised to shortlist the applications of the employees while forwarding the same to the higher authorities keeping in view of the workload of the Department/Institution.

Further, those Teaching and Non-Teaching employees who have already performed Haj duty earlier their applications should be forwarded after the cooling off period of three years for Haj deputation to Saudi Arabia.

The Heads of the Departments/Institutions are requested to adhere to the above instructions while forwarding the applications of the employees in future.


9/3/18
Registrar

To
All the Heads of the Departments/Institutions
Main Campus & Satellite Campuses

Copy to:

1. Secretary to Vice-Chancellor
2. Secretary to Pro-Vice-Chancellor
3. Office of the Registrar
4. Office of the Finance Officer
5. Director, CIT - For uploading on MANUU website
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