



इलाहाबाद विश्वविद्यालय

प्रयागराज – 211 002, उत्तर प्रदेश (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj – 211 002, U. P. (INDIA)



No: - 05/R/ 53 /2026

Date: - 07 /02/2026

Notification

To ensure the presence of all teaching and non-teaching staff, the following points may kindly be followed:

- All Teaching and Non-Teaching Staff must regularly sign on the attendance register.
- By the 25th of each month, a report of the attendance, accompanied by a photocopy of the register for that month, must be submitted to the Finance Office, Office of the Registrar and the Office of the Vice Chancellor, UoA.
- If any Teaching or Non-Teaching staff member is absent without prior intimation or approved leave, the concerned Head, Coordinator, or In-charge of the sections shall report the matter immediately to the Office of the Registrar, the Finance Officer, and the Office of the Vice Chancellor, UoA.
- The Head, Coordinator, or In-charge of the sections is requested to ensure strict compliance of this notification.

This is issued with the approval of the Competent Authority.

**Sd/-
Registrar**

Copy To: -

1. All the Deans (Arts/Law/Commerce/Science/Academic/ College Development/Research and Development/Student Welfare), University of Allahabad.
2. All Head of Departments, University of Allahabad.
3. All Director/Coordinator of the Institutes/Centres, University of Allahabad.
4. Finance Officer, University of Allahabad
5. Purchase Officer, University of Allahabad
6. Controller of Examination, University of Allahabad.
7. In-Charge, ICT Cell with request to upload the same on university website, University of Allahabad
8. Public Relation Officer/Proctor, University of Allahabad.
9. All Joint Registrars/Deputy Registrars/Assistant Registrars, University of Allahabad
10. Librarian/University Engineer/CPIO/Estate Manager/Placement Officer/Law Officer, University of Allahabad
11. SVC for kind information of the Hon'ble Vice Chancellor.

**Sd/-
Registrar**