



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007

No. EFLU/Admn/F.939/2024/ 95

08 May 2024

CIRCULAR

All the Non-Teaching staff are directed to adhere to University office timings i.e. from 9.30 am to 6.00 pm scrupulously on all working days, failing which action will be initiated as per rules.

In view of the rules ibid, beyond two late permissions, leave will be deducted automatically from their leave accounts without any notice, with immediate effect.

Even the employees, who are on shift duties shall adhere to the timings accordingly.

Further, it is directed that all the Consultants of the University shall adhere to the office timings i.e. 9:30 am to 6:00 pm, on par with the Non Teaching Staff.


REGISTRAR I/c

To
All the Concerned through Notice Boards

Copy to:

1. The Finance Officer I/c
2. The Joint Registrar (Admn)
3. To all Heads of the Departments/Schools/Sections
4. The PS to the Vice Chancellor
5. The PA to the Registrar
6. All the Consultants
7. Leave Unit - NTS
8. Orders
9. The Nodal Officer for maintainance of the University website