



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**  
(A Central University established by an Act of Parliament)  
Hyderabad, Telangana State, India

Date.....

**PROFORMA**

I suggest that the following members of the teaching staff may be put on duty during the Summer Vacation (4<sup>th</sup> May 2019 to 17<sup>th</sup> June 2019) (the period of the duty and the work assigned have been shown against each name). They would be available for discussion/ consultation/Department work from 9.30 am to 1.30 pm and from 2.00 pm to 6.00 pm.

Sl. No.	Name	Period	Nature of work assigned
1			
2			
3			
4			
5			
6			

**Dean of the School/  
Head of the Department**

Note: Please furnish the information about the teaching staff who are put on duty on vacation to the Administrative Section on or before 3<sup>rd</sup> May 2019.



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No.EFL U/A&E/F.74/2019/

15 April 2019

**CIRCULAR**

The Summer Vacation for Hyderabad and Lucknow Campuses for this Academic Year will be from **04.05.2019 to 17.06.2019**. The University reopens on **18.06.2019**.


Members of the faculty who will not be in station during Summer Vacation are requested to leave their vacation address, email ID and telephone numbers in the Administration Section.

All members of the faculty are required to hand over the award sheets of their courses on or before **3 May 2019**, before they proceed on vacation.

All OSD's, Directors, Deans, HoDs, Provosts, Coordinators, etc. will be on duty during vacation. If they wish to avail vacation partly, they should take prior approval of the Honorable Vice-Chancellor.

The Deans/Heads of the Departments are requested to fill in information about vacation duty of their faculty in the proforma provided and send it to the Administrative Section for information and necessary action.

This has the approval of the Vice-Chancellor.

  
REGISTRAR I/c  
15/4/19

Encl: as above

To

All members of the Faculty

Copy to:

1. The Director, Lucknow Campus
2. OSD to the Vice-chancellor
3. The Controller of Examinations
4. The Joint Registrar, Administration
5. PS to the Vice Chancellor
6. PA to the Registrar
7. Dean, TI - with a request to upload on the University website