

SIDO KANHU MURMU UNIVERSITY

DUMKA -814110

Email : s.k.m.university.dumka@gmail.com



Website : www.skmu.ac.in

Ref : SKMU/R-G/ 782 /24

Date : 28/08/2024

To,

The Principal/ Prof. in-Charge/ HOD
All Constituent college/PG Departments
S.K. M. University, Dumka

Sub: Monthly Leave Statement of teaching and non teaching employees

Sir,

With reference to the above mentioned subject, I am directed to inform you that monthly leave statement is required for payment of salary.

Therefore, you are requested to submit the statement in the prescribed format (enclosed) on the basis of Biometrics attendance of the concerned employee. Grant of monthly salary will not be released in absence of leave statement with salary claim for which college administration will be held responsible.

Treat this as most urgent.

Encl: As above


Registrar


28/08/24

