



Ref no. ISBMU/2024-25/818
Date - 28.02.2025

Circular

Attn.- All Non-teaching staff.

All non-teaching staff are directed to submit their daily work performance report in the logbook to the HR & Admin Manager, ISBM University everyday at the time of leaving the campus positively.



Copy to :-

1. Hon'ble Chancellor ISBM University for kind information.
2. Hon'ble Vice Chancellor ISBMU for kind information.
3. HR & Admin Manager for information & necessary action.
4. All Non-teaching staff for information & necessary action.