



# Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

No.AIHS&HE/E.1/2020 - 21/1709.

August 19, 2020

## CIRCULAR

**Sub:** Attendance of Teaching & Non-Teaching staff-Reg.

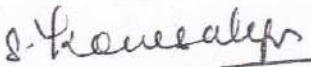
**Ref:** 1. Government of India DOPT F.No.11013/9/2014-Estt-A.III dated 18<sup>th</sup> May 2020,  
2. Lok Sabha Secretariat Administration Branch-1 dated 17<sup>th</sup> June 2020

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With reference to the above, all the staff members both Teaching and Non-Teaching are advised to be present for a **minimum of 15 days in a month** as per the requirement of HOD's.

Employees seeking leave to **self-quarantine** themselves, shall be **granted leave due and admissible** by leave sanctioning authority as per procedure.

The above instructions shall be in force until further orders.

  
REGISTRAR

### Copy to:

1. Chancellor's Office
2. Vice Chancellor's Office
3. Director, School of Engineering
4. Director, Self Finance
5. All Deans
6. HoDs
7. Controller of Examinations i/c
9. Finance Officer i/c
10. Public Relations Officer
11. Director, Computer Centre
12. Assistant Registrar (Aca.)
13. Computer Centre
14. University Website