

مولانا آزاڊ نيشنل اردو يونيورسٽي

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**MAULANA AZAD NATIONAL URDU UNIVERSITY**

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NAAC)

Establishment & Recruitment Section -II


No. MANUU/ER-II/EF.113/2016-17/1784

5 January 2017

**C I R C U L A R**

All the Heads of the Departments/Sections/ Centers are aware that the contractual staff are being engaged for 89 days with one day break and further extension is granted with a gap of one day. However, it is observed that break in service is not being maintained in the Attendance Statement/registers and contractual staff are signing in attendance registers continuously even for 90<sup>th</sup> day without any break.

Therefore, all the Heads are hereby requested to make sure that the contractual staff should not sign in the attendance register on 90<sup>th</sup> day i.e., the date of break.

  
**Asst. Registrar**  
ER-II Section

Copy to:

1. All the Heads of Departments/ Sections/ Centers
2. VC's /P.VC's /Registrar's Offices
3. The Director, CIT with a request to upload on the University website.
4. Concerned file

**Gachibowli, Hyderabad – 500 032, Telangana State. India**

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