

**Office Order No. 42**  
**Central Sanskrit University,**  
**Ekalavya Campus, Agartala.**

**Date : 12.06.2025.**

It gives me immense pleasure to note that the next Academic Session 2025-26 is scheduled to be commenced soon and hearty Welcome to all in the new session.


This is for information of all concerned that in the last Directors' meet so many important issues were figured in the discussion including admission, academic affairs, attendance, performance etc and Hon'ble Vice-Chancellor Sir expressed his deep concern over these issues. Recently the CSU HQ sought the leave particulars of all Teaching Faculties for the Academic Year 2024-25 and horrible position in the attendance in respect of some Teaching Faculties of Ekalavya Campus, Agartala was noticed. With a view to make some qualitative development in the upcoming session, the following orders are issued to have immediate effect for strict adherence in the interest of the service.

Since Central Sanskrit University is an Academic Institution, teaching the students is our motto, mission and profession. So, the classes assigned to the faculty members should be attended in time leaving no scope of any complaint in future. If any class is remained unattended, the Teacher concerned and HOD/Convener will be answerable for that.

All Teaching and Non-Teaching Staff of this Campus should abide by working hours of Ekalavya Campus from 10.00 AM to 06.00 PM with lunch break from 01.30 PM to 02.00 PM. So, all members of staff should record their Biometric attendance in time and remain present in the Campus premises during working hours without fail. If anyone fails to put the Biometric attendance either at the time of arrival or departure, it will be treated as half-day Casual Leave. In case Casual leave is not available at credit, one is to regularize his/her leave of absence with any other kind of leave due and admissible, else necessary action will be taken as per rule.

No one should proceed on leave or leave the station without prior approval of the competent authority. In case the leave is not applied through 'SAMARTH' Portal, the leave will neither be accepted nor granted. The relevant documentary evidence for Duty Leave i.e. invitation letter must be uploaded while applying for leave and attendance certificate should also be submitted at the time of joining duties. Medical certificate of illness and fitness is mandatory in case of leave on medical ground.

All Faculty members should sit in their respective Department and all communications from the Teachers should be routed through HOD/Convenor and official matters should be routed through the Section Officer else the communications will not be entertained.

  
(Prof. Makhlesh Kumar)  
Director.

Copy for information and necessary action to :-

1. All Teaching Staff, CSU, Ekalavya Campus, Agartala
2. All Non-Teaching Staff, CSU, Ekalavya Campus, Agartala
3. All Outsourcing Staff, CSU, Ekalavya Campus, Agartala
4. Notice File
5. Office Copy