



No. GSFCU/PROVOST/3473


Date: 31<sup>st</sup> January, 2020

**CIRCULAR**

**Subject: Revised Timing of Working at GSFC University**

All the Students, Teaching and Non-teaching Staff are hereby informed that the University working timing has been revised as 9:00AM to 5:00PM on all working days from Monday to Saturday (2<sup>nd</sup> and 4<sup>th</sup> Saturday of every month will remain as non-working days) with effect from 1<sup>st</sup> February, 2020. Hence, Instructional timing of the University will start at 9:00AM. Rest of the terms remain unchanged as notified vide circular: GSFCU/HR/CIR/WH-REV2/56 dated 31<sup>st</sup> January, 2018 and subsequently modified vide office order dated 20/08/2018.

This Circular is issued in substitution of Circular No.GSFCU/PROVOST/3460 dated 27/01/2020. IT Department may please ensure to communicate to all the students.

  
Provost 31-01-2020

To,

1. Registrar, GSFC University
2. All Deans / Associate Deans, GSFC University
3. Director Administration, GSFC University
4. Dy. Director Administration, GSFC University

Copy to,

1. President's Office, GSFC University
2. Provost's Office, GSFC University
3. Examination Sections, GSFC University
4. Finance Department, GSFC University
5. HR, GSFC University
6. IT Department, GSFC University
7. Program Coordinators
8. All Teaching Staff, GSFC University
9. All Non-Teaching Staff, GSFC University

Note: To be put up on the website, notice boards of all the schools, hostels, canteen, mess, library