



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2026-27/Sep/11/007

Date: 11-09-2026

CIRCULAR

Attendance of Staff on 12th of September 2026 in view of the Ongoing Audit by the Directorate of Audit (LF)

This is to inform all concerned that in view of the ongoing audit by the **Directorate of Audit (LF)**, all staff members of the following Departments/Offices are hereby directed to **attend duty on Saturday, 12th of September 2026**, notwithstanding the scheduled holiday:

1. Office of the Registrar
2. IQAC
3. Accounts Department
4. HR Department
5. Purchase Department
6. IT Department

Personnel from other **Faculties of Study/Directorates/Cells/Departments** may also be required to attend the University on an emergent basis, depending upon the requirements of the ongoing audit. Accordingly, all concerned are requested to remain prepared and make themselves available to attend the University at short notice, if called upon to do so.

The holiday not availed on 12th of September 2026 may be **compensated at a later date**, as may be decided by the University.

All concerned are requested to extend their full cooperation and support to ensure the smooth and timely completion of the audit.

The University appreciates your understanding and cooperation in this regard.

Issued with due approval of competent authority.

(Dr. Ashim Barman)
Registrar,
Assam down town University.



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Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)

