



## **DEPARTMENT SCHOOL OF PHARMACY**

### **CIRCULAR**

**No: AJU/SOHAS/173/24**

**Date 12.08.2024**

It is hereby notified to all the staff members of School of Pharmacy that onwards they have to submit a hand written leave application to the Dean. On the application the reliever should be marked and signed. The leave form issued by HR office also needs to be submitted as usual. This is applicable from 12th August 2024 onwards.



Dean  
School of Pharmacy  
ARKA JAIN University Jharkhand

**Dean**  
**School of Pharmacy**  
**Copy to**

Vice Chancellor  
Office of the Registrar  
IQAC  
Class coordinators/Faculty Members  
ERP Coordinator  
Website In-charge  
Office file  
Student Whatsapp group