



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A State University of the Govt. of Assam)

NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI, ASSAM

Phone No.6026177313 E-mail: ssuhs_assam@yahoo.in, Website:www.ssuhs.in

No. SSUHS/25/2020/ **3287**

Dated: **14/9/21**

OFFICE ORDER


In view of smooth functioning of the University and in the interest of students and faculties, the following time chart shall be followed by all the employees w.e.f **15-09-2021**.

Sl. No.	Particulars	Stipulated time for Issuing/Payment/Disposal from the date of receipt	Remarks
1	Provisional Pass Certificate	7 working days	Subject to grant of Approval of Authority in respective files
2	Original Pass Certificate upto 2017 session	15 working days (Original Pass Certificate from 2018 onwards shall be issued only after 3 rd Convocation)	
3	Migration Certificate	7 working days	
4	No Objection Certificate (NOC)	3 working days	
5	Transcript	10 working days	
6	Marksheet	5 working days from the publication of result	
7	Remuneration	15 working days from receipt of bill	
8	Registration	30 working days	
9	Rank Certificate	7 working days	
10	All categories of bill	15 working days	
11	Issue of cheques/payment	3 working days	

The compliance of the above time chart is subject to receipt of application forms, bills, etc. as per SSUHS rules.

All the employees are also hereby directed not to keep any file/matter more than 3 working days without any justified ground.

This has the approval of Hon'ble Vice Chancellor, SSUHS.


(Dr. Sujit Bordhan)

Registrar (i/c),

Srimanta Sankaradeva University of Health Sciences.



Memo No. SSUHS/25/2020/ **3288 -91**

Dated: **14/9/21**

Copy to:

1. All Officers, Srimanta Sankaradeva University of Health Sciences for information.
2. All employees of SSUHS for information.
3. The P.S. to the Hon'ble Vice Chancellor of Srimanta Sankaradeva University of Health Sciences for kind appraisal of the Hon'ble Vice Chancellor.
4. Notice Board/Website.


(Dr. Sujit Bordhan)

Registrar (i/c),

Srimanta Sankaradeva University of Health Sciences



