

**OFFICE OF THE DIRECTOR  
CENTRAL SANSKRIT UNIVERSITY  
SHREE SADASHIVA CAMPUS, PURI (ODISHA)**

Notice No. ...122.....

Dt. 09-12-2020

All the H.O.Ds and class teachers are requested to submit the monthly attendance sheet of every month of last working day positively in the office.

  
**DIRECTOR**

***Copy for information and necessary action to:-***

- 1-9. All the H.O.D.s, CSU, S.S.C., Puri.
10. Smt. Sarada Nanda, MTS (outsourcer). She is directed to receive the monthly attendance from HODs and Class teachers.
11. All Deptt. Notice Books/Office Notice Books.
12. Sch. File.