



# ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয় RABINDRANATH TAGORE UNIVERSITY

(A STATE GOVT. UNIVERSITY RECOGNISED UNDER 2(F) OF UGC)

Hojai-782435, Assam, India

Phone – 03674-252163 (O), 70860 31120 (M)

Website: rtuassam.ac.in: email –rabindranathtagoreuniversity@gmail.com, rturegistrar0@gmail.com

Ref.no: RTU/REG/MISC/2025/434

Date: 17/09/2025

## CIRCULAR



Rabindranath Tagore University (RTU) is in receipt of a communication vide Notification of GAD, Govt. of Assam (Memo No – 169397/-A) & in line, from Joint Director of Higher Education, Guwahati, vide ECF No-700601/1-A dtd. 15/09/2025, regarding Special Casual Leave (SCL) under Matri Pitri Vandana Scheme.

With due approval of competent authority concern, this is for information that on 14/11/2025 (Friday) & 15/11/2025 (Saturday), employees of RTU can avail this SCL as per the SOP available in the website (<https://matripitrivandana.assam.gov.in>)

(Dr. S. K. Sarkar)

Registrar, i/c

Rabindranath Tagore University, Hojai, Assam

Registrar i/c  
Rabindranath Tagore University  
Hojai (Assam)

**Memo No: RTU/ REG/MISC/434 (A) Date: 17/09/2025**

Copy to:-

1. The P. S. to Hon'ble VC, RTU, Hojai, for his kind appraisal to Hon'ble VC Sir.
2. Person Concerned.
3. RTU Website.
4. Office File.

(Dr. S. K. Sarkar)

Registrar, i/c

Rabindranath Tagore University, Hojai, Assam

Registrar i/c  
Rabindranath Tagore University  
Hojai (Assam)

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA, GUWAHATI-19

ECF No. 700601/1

From :- Ms. Gayatri Naiding, AES  
Joint Director of Higher Education, Assam  
Kahilipara, Guwahati-19

To, 1. The Registrar  
(All Universities of the State)  
2. The Principal (ALL)  
(Govt/Provincialised/ PDUAM/Govt/. Model colleges, Assam)  
3. All Employees of this Directorate.

Sub :- Regarding Special Casual Leave under Matri Pitri Vandana Scheme.

Ref :- Notification No. E-File No. 169397/9 Dated 04/09/2025.

Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith Govt. Notification issued vide No. E-File No. 169397/9 Dated 04/09/2025 in connection with allowing State government employees to avail Special Casual Leave under Matri Pitri Vandana Scheme on 14/11/2025 and 15/11/2025 which is self explanatory for favour of your kind information and necessary action.

Yours faithfully,

Digitally signed by  
GAYATRI NAIDING  
Joint Director of Higher Education, Assam  
Date: 15-09-2025  
Kahilipara, Guwahati-19  
11:43:24

Memo ECF No. 700601/1-A

Copy to :- 1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur,  
Guwahati-6 for favour of kind information.

Joint Director of Higher Education, Assam  
Kahilipara, Guwahati-19

Forwarded to the  
Honble VC Sir for  
kind information &  
instruction thereof pl.

Disporhos  
(Registrar/c)

Regd. (P)

Circulate

Recd  
16/9/25



GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION (A) DEPARTMENT  
DISPUR:GUWAHATI-6

Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, gadassam2011@gmail.com, gad.assam@gov.in

Dated Dispur, the.....September, 2025

**NOTIFICATION**

E-file No. 169397/9 : In partial modification of clause 10 of Notification vide eCF No. 221561/347 dated:06-12-2024, the Governor of Assam is pleased to allow the State Government employees to avail Special Casual Leave under Matri Pitri Vandana Scheme on 14<sup>th</sup> November, 2025 (Friday) and 15<sup>th</sup> November, 2025 ( Saturday). These leaves can be utilized along with 16<sup>th</sup> November, 2025 (Sunday) for Matri Pitri Vandana.

All the State Government employees may apply through the portal <https://matripitrivandana.assam.gov.in>. as per the SOP for the aforesaid Special Casual Leave available in the website.

Digitally signed by  
M S MANIVANNAN  
Date: 04-09-2025  
19:57:54

Commissioner & Secretary to the Govt. of Assam,  
General Administration Department

Memo No. 169397/ -A  
Copy for information to:-

Dated, Dispur, the ....August, 2025

1. The Director General of Police, Assam, Ulubari, Guwahati-7.
2. P.S. to Principal Secretary to the Chief Minister, Assam
3. P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department.
4. All District Commissioners/Sub Divisional Officer(Civil).
5. The Secretary Co-ordination to the Chief Secretary, Assam, Dispur, Guwahati-6.
6. The Commissioner of Police, Panbazar, Guwahati-1.
7. The Accountant General (A&E)/(Audit), Assam, Guwahati-29.
8. The Registrar General, Gauhati High Court, Guwahati-1.
9. The Secretary, APSC, Khanapara, Guwahati-22.
10. The Agricultural Production Commissioner, Assam, Guwahati-6.
11. The Chairman, Assam Administrative Tribunal, Guwahati.
12. The Chairman, Assam Board of Revenue, Guwahati.
13. The Secretary, O/o the Upa-Lokayukta, Assam, shaktigarh Road, Bhangagarh, Guwahati.
14. The Secretary, State Information Commission, Gadhapani Path, Panjabari Road, Guwahati-37.
15. The Secretary, State Election Commission, Dispur, Guwahati-6.
16. The Secretary, AHSEC/SEBA, Banumaidan, Guwahati-21

17. The Registrars, All Universities of Assam
18. The Director, Printing & Stationery, Assam, Guwahati-21. He is requested to publish the above Notification in the Extraordinary Assam Gazette.
19. The Director, Information & Public Relations, Assam, Dispur for wide publicity of the above Notification.
20. The Director, All India Radio, Guwahati for wide publicity of the above Notification
21. The Director, Doordarshan Kendra, Guwahati for wide publicity of the above Notification.
22. P.S. to Commissioner & Secretary to the Govt. of Assam, Raj Bhawan, Guwahati-1
23. All PS to Minister, Assam, Dispur, Guwahati-6
24. P.S. to Principal Secretary, Assam Legislative Assembly, Dispur, Guwahati-6
25. All Departments of Assam Secretariat, Janata Bhawan, Dispur, Guwahati-6
26. All Heads of Offices.
27. All Principal Secretaries of the Autonomous Councils
28. All Assam Bhawans/Houses
29. Copy for uploading in the website.

By Order etc.,

Digitally signed by  
BUBUL LEKHARU  
Joint Secretary to the Govt. of Assam,  
General Administration Department  
Date: 05-09-2025  
10:03:50