



**DHANAMANJURI
UNIVERSITY**

**DHANAMANJURI UNIVERSITY
MANIPUR**

NOTICE

Imphal, the 9th October, 2026

No.15/7/2025-DMU/SER/ /1797

It has been observed that some employees of Dhanamanjuri University, Manipur are remaining absent from duty without permission from the competent authority and, in certain cases, are leaving the station/headquarters clandestinely. It has also been observed that many employees are leaving office or their workplaces before the scheduled closing time. Such conduct is viewed seriously and amounts to dereliction of duty and violation of applicable service rules.

2. Employees are hereby directed to ensure that they attend their duties regularly and remain present at their respective places of duty until the prescribed closing time. They are further directed to obtain prior permission to leave the station/headquarters, wherever required before proceeding. In case of any unavoidable emergency, the employee shall immediately intimate the competent authority through the prescribed channel.

3. Any instance of unauthorised absence or leaving the station without permission in future shall be viewed seriously and may invite disciplinary action under the applicable service rules, apart from treating the period of absence as dies non.

4. All the employees of the university are, therefore, directed to strictly comply with the above instructions. No further excuse regarding ignorance of the instructions shall be entertained.

(Dr R.K. Joteen Singh)
Registrar
Dhanamanjuri University
Manipur

Memo No.15/7/2025-DMU/SER/ /1797
Copy to:

Imphal, the 9th October, 2026

1. P.S. to the Vice-Chancellor for information
2. All the Deans of Schools for information
3. P.A. to the Finance Officer for information
4. P.A. to the Controller of Examinations for information
5. All the HoDs for information
6. All the Principals of Constituent Colleges, DMU for information
7. All the Officers of DMU for information
8. Webmaster, for uploading the notice to the university website
9. Guard File