



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. MR-23 /132/2025/Adm.I-1.

Date: 22.01.2025.

**C I R C U L A R**

Sub: OSMANIA UNIVERSITY – Attending academic activities outside the University -  
Obtaining prior permission from the University - Circular – Issued.

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Faculty Members of the University are being invited for various academic activities from various Institutions both National and International. Accordingly, the faculty members are seeking permission for attending academic activities and availing Duty Leave from the University.

In this connection, this is to inform that all faculty members are requested to obtain prior permission from the University (i.e. at least 3 days in advance) before attending academic activities for availing Duty Leave. In case, if prior permission of the University is not obtained before attending the academic activities, the absence of faculty member shall be treated as Casual Leave / Leave at their credit / Loss of Pay etc.

Hence, all the faculty members are informed that applications must be submitted well in advance for seeking permission for attending academic activities for availing Duty Leave along with proper invitation. Further, the applications must be routed through proper channel along with alternative arrangements.

  
REGISTRAR

To

1. All the Deans of the Faculties, O.U.
2. All the Principals of University & Constituent Colleges, O.U.
3. All the Heads of the Departments, O.U.
- ✓ 4. All the Administrative Officers, O.U.

Copy to:

1. The Public Relations Officer, O.U.
2. The Secretary to Vice-Chancellor, O.U.
3. The P.A. to Registrar / Officer on Special Duty to V.C., O.U.

The Director, Directorate of ITEE, Server Room  
Administrative Building, N.