



Govt. of Assam

OFFICE OF THE PRINCIPAL,  
**KOKRAJHAR GOVT. COLLEGE**  
P.O.& T.O.: KOKRAJHAR.  
Dist.: KOKRAJHAR, BTC (ASSAM)

From: Dr. Dimacha D. Mwchahary  
Principal  
Email: [principalkokgc@gmail.com](mailto:principalkokgc@gmail.com)

Phone: 03661-270245(0),  
M. No. 8638471995

No. KGC/04/2023/

Date: 29-02-2024.

**NOTICE**

(Regarding Casual Leave and Duty Leave)

This is hereby notified to all members of teaching and non-teaching staff of Kokrajhar Govt. College that Casual Leave (CL) and Duty Leave (DL) must be applied through the HoD or SA, as the case may be, w.e.f. 01-03-2024.

Leave applications submitted without this formality shall not be granted unless under special circumstances.

Principal  
Kokrajhar Govt. College  
Kokrajhar

Memo No. KGC/04/2023/

(A)

Date: 29-02-2024.

Copy to:

1. The Vice-Principal, Kokrajhar Govt. College for information
2. All HODs, Kokrajhar Govt. College for information
3. All Teaching Staff, Kokrajhar Govt. College for information
4. S/A, Kokrajhar Govt. College for information
5. All Non-Teaching Staff, Kokrajhar Govt. College for information
6. System Administrator, Kokrajhar Govt. College for uploading at the college website
7. Office guard file.

Principal  
Kokrajhar Govt. College  
Kokrajhar  
Principal  
Kokrajhar Govt. College  
Kokrajhar  
29.02.24