

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTION**  
**PANJAB UNIVERSITY, CHANDIGARH**

No.1240-1340 /DUI/DS

Dated: 17.04.2023

**CIRCULAR**

As per the rules with regard to shortage of lectures appearing in Part-C of Handbook of Information-2022 at Page No.32 wherein it is stated that all Departments must submit the cases of shortages of attendance, complete in all respects, to the office of the undersigned at least one week before the commencement of End-Semester Examination.

All Chairpersons / Directors / Coordinators of PU teaching Departments / Institutes / Centres / Regional Centres are hereby **advised that the cases of shortages of attendance be prepared as per rules and the same be at least one week before the commencement of end-semester examination, for the approval of the Competent Authority.**

Sd/-

Dean of University Instruction

**Issued to :-**

All Chairpersons / Directors / Coordinators  
of Teaching Departments / Centres / Institutes  
Panjab University

