

OFFICE OF THE PRINCIPAL  
SRI SATHYA SAI COLLEGE FOR WOMEN

No. 103/25

Notice

Date: 28/04/25

It is hereby informed to all Teaching and Non- Teaching staff that

- The Monthly Performance Report for the month of April must be submitted by 28th April 2025. All concerned staff members are requested to collect the prescribed proforma from the Establishment Section.
- The staff members assigned with Stock Verification duty are required to submit their respective reports on or before 1st May 2025, without fail.
- All staff members scheduled for roster duty are instructed to strictly adhere to their assigned duties as per the approved schedule.
- All departmental keys should be submitted to the undersigned on the last working day i.e. on 03/05/2025 without fail.

Memo No. 103/25 Date 28/04/25

Copy to person concerned/SGF/OGF/PGF/A/C SECTION for information.

Deja- my  
Principal 28/04/25

PRINCIPAL

Sri Satya Sai Degree College for Women  
Tubaneswar

Principal