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## UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

Ad.AI.2/WFH/2021

Thiruvananthapuram,  
28.04.2022

### CIRCULAR

Sub: Regularisation - Work from home 2020-21 - reg.

Ref : Circular of even no dated 07.12.2021

With reference to the above, employees who had requested to avail Work from Home for the period from March 2020 were given a chance to submit documents to regularize their period of absence on the basis of various GOs / UOs issued from time to time in the wake of COVID 19 pandemic. But it is learnt that many employees, who had requested to provide them with “Work from Home” option have not submitted any request with supporting documents to regularize the period of absence that they might have claimed. Such employees shall furnish the documents as stipulated in the Circular dated 07.12.2021 within 7 days from the date of issuance of this circular.

It shall be noted that regularisation of the period claimed to have worked from home will be solely based on the Certificate from the Supervising Officers and supporting documents concerned. Hence all employees who have claimed to have worked from home shall submit the same with supporting documents, and if not it will be presumed that the employee has no supporting documents to claim to have worked from home and should apply for eligible Leave for the said period.

  
Registrar

To

1. All Employees Concerned .
2. PS to VC/PVC.
3. PA to Registrar/CE/FO/DPD/DCDC
4. All Joint Registrar's
5. All Deputy Registrar's
6. Stock File/File Copy.