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**Ghani Khan Choudhury Institute of Engineering & Technology**  
(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)  
Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/ 493

Date: 25.01.2018

**CIRCULAR**

All the employees of GKCIET, Malda are hereby directed to attend office at 8.00 AM positively & stay with their assigned duties & responsibility till completion of day to day programme during the upcoming visit of the External Assessment Committee appointed by MHRD, Govt. of India, scheduled from 27.01.2018 to 29.01.2018 and no leave application will be entertained during the visit as 27<sup>th</sup> (Saturday) & 28<sup>th</sup> (Sunday), January 2018 have already been declared as working days against two other working days i.e. 1<sup>st</sup> & 2<sup>nd</sup> Feb, 2018 as holidays in the earlier circular No. GKCIET/482, dated: 23.01.2018.

This issues with the approval of the competent authority.

  
(Md. Abdur Rajjaque)  
Asst. Registrar (A&E)

**Copy to:**

1. All Employees
2. System Manager- request for uploading on the institute website immediately.
3. All HoDs/HoS'
4. All Deans
5. Director Cell
6. File Copy