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Cir.No. KDC/CL Maint/Online/2018

Date : 27.03.2018

CIRCULAR

Sub: Application for Casual Leave through online mode – Administrative Data Management System (ADaMs) – Reg.

It is proposed to maintain the Casual leave account of all the staff members through ADaMs by the Knowledge Data Centre with effect from 1.4.2018.

It is, therefore, requested that all Teaching, Administrative and Technical staff members shall apply casual leave through online and the same will be approved by the Officers – Directors/HODs/Division Heads/Deputy Registrars in respect of Centres/Departments/Divisions/University respectively. The CL register shall also be maintained by the respective offices till this calendar year completes. It is, also requested, to enter the leave particulars of the staff as on 28.3.2018 in the URL: <https://www.aukdc.edu.in/clentry/> using the Centres Office/HODs Office/Division Heads office/Section Heads login ID already provided in ADaMs, on 28.3.2018. Also, send the CL report (without 'Tentative' watermark) to KDC positively on 28.3.2018 evening, so that the staff members may follow this procedure w.e.f. 2nd April 2018. Any addition / deletion in the list or any updating required in the list may be handwritten. The staff member who have not created password in ADaMs may create by selecting URL : <https://www.adams.aukdc.edu.in> and entry of employee ID along with Date of Birth and PAN No/Date of Joining.

For any technical assistance contact KDC office – 7105


REGISTRAR

To

All the Deans/Directors of Centres/Heads of Departments/Division Heads
The Controller of Examinations/Additional Controller of Examinations
The Finance Officer
The Deputy Registrar (Personnel)/Deputy Registrar (Finance)/Deputy Registrar (Salary)
Section Heads
The Director, Knowledge Data Centre
The P.S. to Vice-Chancellor/ P.A Registrar