

Administrative Calendar 2017-2018 (Tentative)

MONTH	STUDENT ACTIVITIES	STAFF ACTIVITIES
JULY	Part III Admission, Part-I University examination	HRA declaration
AUGUST	Part II Admission, Change in General & MIL subject Combination.	Pay packet claim
SEPTEMBER	Registration	PF declaration
OCTOBER	Puja Vacation	Puja Vacation
NOVEMBER	Identity Card distribution	
DECEMBER	Preparation of Routine & Duty Roster for Selection Test- Part III	
JANUARY	Preparation of Routine & Duty Roster for Selection Test- Part II Part III Selection Test Result Part III form fillup	IT Declaration Pay packet claim
FEBRUARY	Preparation of Routine & Duty Roster for Selection Test- Part I Result of Part II Selection Test Part II form fillup Part I MIL & Compulsary examination Admit Card distribution	
MARCH	Part I Selection Test result Part I form fillup Part II University Examination Admit Card distribution	IT declaration PF declaration
APRIL	Registration Card distribution Admission related work Form fillup for 1st year University Examination	Pay packet claim
MAY	Part II University examination, Admit card distribution	
JUNE	Part I University examination, Admit card distribution	Form 16 distribution
		Service book preparation before eight months of retirement