

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

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14th December, 2021

CIRCULAR CHRISTMAS BREAK

On behalf of Management, I wish to inform the entire University community that the University will break for Christmas and New Year after the close of work on Monday, December 20, 2021.

The University will return for normal business on Tuesday, January 4, 2021.

Administrative Directorates and Units that are expected to provide essential services will however be required to provide those services using skeletal personnel during the break period. For the avoidance of doubt, the Directorates and Units that are expected to provide essential services during the period shall include but are not limited to:

- i. Security and Transport Unit
- ii. Undergraduate Admissions Office
- iii. Examinations and Records Unit
- iv. Directorate of Internal Audit
- v. Directorate of Finance
- vi. Stores

All staff who do not work within the break period are to note that the working days within the break period shall be debited against their annual leave.

All staff are kindly entreated to complete their annual performance appraisal for 2021 before the break begins.

The University community is to take note of the above arrangements. I entreat everyone to continue to keep safe and strictly adhere to all the COVID-19 safety protocols during the break period.

We wish the entire University community a Merry Christmas and a Happy New Year.

Nii Adotei Abrahams
(Interim Registrar)

DISTRIBUTION

General

Cc: Vice-Chancellor

Interim Pro Vice-Chancellor

Interim Director of Finance

Deans of Faculties and School

Dean of Students

Heads of Departments

Coordinators of Learning Centres

Director, Academic Affairs

Ag. Director, Internal Audit

Ag. Director, Human Resource

Ag. Director, University Relations

Head, Undergraduate Admissions

Head, Examinations and Records

Ag. Head, Stores

Ag. Head of Security and Transport