



THE UNIVERSITY OF BURDWAN
RAJBATI, BURDWAN – 713 104
WEST BENGAL

Registrar's Department

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No.: R-S/N-1/ 217

Date: 07-09-2018

NOTIFICATION

In view of call given by some political parties for a bandh from 09-00 a.m. to 03-00 p.m. on 10-09-2018, it is hereby notified for information of all concerned that the University will remain open on 10-09-2018. All sections of employees (teachers, officers and non-teaching employees) shall report for duty on that date and **no Casual leave for absence either in the first half of the day or in the second half or for the whole day nor any other leave** shall be granted to any employee on the said date i.e on 10-09-2018 and no extension of leave shall be allowed. The employees, who are on leave on 07-09-2018 shall have to report for duty on 10-09-2018 and no extension of leave shall be allowed. Absence of employees on that date will be treated as **dies non** and **no salary will be admissible unless such absence is covered by grounds as mentioned below: -**

- Hospitalisation of the employee,
- Bereavement in the family,
- Severe illness and absence continuing prior to 07-09-2018,
- Employees who had been on Child Care Leave, Maternity Leave, Earned leave and Commuted Leave on medical ground sanctioned prior to 07-09-2018.

It should be remembered that dislocation /disruption of vehicle traffic will not be a reason for granting leave.

Where the absence is not covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as **dies non** and **no salary will be admissible for that day i.e. on 10-09-2018.**

All Heads / Controlling Officers are hereby requested to send department-wise absentee report on that date, as aforesaid within 01-30 p.m. If any employee remains absent on that date, he/she will be asked to explain why action would not be taken against him/her for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the ground mentioned above.

All sections of employees (Teachers, Officers and Non-teaching employees) are directed to comply with the said order strictly.

This notification is issued pursuant to the memorandum bearing No. 5798-F(P₂) dated 07-09-2018 issued by Finance Dept., Audit Branch, Govt. of West Bengal.

By order of the Vice Chancellor


(T. Hossain)
REGISTRAR (officiating)

No.: R-S/N-1/ 217/1(90)

Date: 07-09-2018

Copy forwarded for information and necessary action to: -

- Dean, F. C. for P. G. Studies in Arts, Commerce, etc., B.U.
- All Heads of the teaching departments, B.U.
- All Officers of the University of Burdwan.
- Office of the Dean, F. C. for P. G. Studies in Science, B.U.
- Finance Officer, B.U.
- Controller of Examinations, B.U.
- System Manager, B.U. with the request to place this notification on the University Website.
- Estate Officer, B.U.
- V.C.'s Sectt./ Office of the Pro Vice Chancellor/ Jr Supdt, Registrar's Sectt, B.U.


REGISTRAR (officiating)