



THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN

Registrar's Department

No.: R-S/N-1/248

Date: 24-09-2018

NOTIFICATION

In view of call given by some political parties for a bandh from 06-00 a.m. to 06-00 p.m. on 26-09-2018, it is hereby notified for information of all concerned that the University will remain open on 26-09-2018. 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 26-09-2018. The employees who are on leave on 24-09-2018 shall have to report for duty on 25-09-2018. Besides the bandh day, no leave for the day preceding the bandh day i.e. 25-09-2018 and for the following the bandh day i.e. 27-09-2018 shall be allowed. Absence of employees on those days will be treated as **dies non** and **no salary will be admissible unless such absence is covered by the following grounds: -**

- Hospitalisation of the employee,
- Bereavement in the family,
- Severe illness and absence continuing prior to 24-09-2018,
- Employees who had been on Child Care Leave, Maternity Leave, Earned leave and Commuted Leave on medical ground sanctioned prior to 24-09-2018.

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 the above mentioned days.**

All Heads / Controlling Officers are hereby requested to send department-wise absentee report on those days, as aforesaid within 01-30 p.m. If any employee remains absent on those days, 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. 6159-F(P2) dated 24-09-2018 issued by the Finance Dept., Audit Branch, Govt. of West Bengal.

By order of the Vice Chancellor


(T. Hossain)

REGISTRAR (officiating)

Date: 24-09-2018

No.: R-S/N-1/248/1(100)

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. - with the request to inform this notification to all the teachers and non-teaching employees attached to his/her department.
- All Officers of the University of Burdwan - with the request to inform this notification to all the non-teaching employees attached to his/her department.
- 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)