



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

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**Registrar's Department**

No. RE/I/24/823

Date: 20.05.2026

**NOTIFICATION**

For smooth functioning of the University in relation to the maintenance of uniform administration as well as congenial atmosphere of teaching and learning, following instructions be strictly adhered to for ensuring punctuality in attendance and prompt disposal of work by the staff-members of this University at all levels, with immediate effect;

1. Normal office hours will be from 10:15 a.m. to 5:15 p.m. on all working days (with half an hour recess from 1:30 p.m. to 2:00 p.m.)
2. There will be provision for late marking for arriving 'Late' after 10:30 a.m. and marking 'Absent' after 11:00 a.m.
3. The working schedule for the employees who work on rotation etc. would continue as before or as may be assigned by the respective controlling officer from time to time.

This notification is issued in pursuance of the Memorandum No. 10391-F dated 13.12.2000 of the Finance Department, Govt. of West Bengal.

By order of the Vice Chancellor  
Sd/-  
(A. Chatterjee)  
REGISTRAR (Officiating)

No. RE/I/24/823/1(95)

Date: 20.05.2026

Copy forwarded for information and necessary action to the: -

1. Dean, F. C. for P. G. Studies in Science/Arts etc./Engineering & Technology, B.U.
2. All Heads of the Teaching Department of the University.
3. All Officers of the University.
4. All Sr. Superintendents / Jr. Superintendents, B.U.
5. V.C.'s Sectt./Registrar's Sectt, B.U.

Registrar (officiating)  
The University of Burdwan