



BANKURA UNIVERSITY

PURANDARPUR, BANKURA-722155

WEST BENGAL

REGISTRAR'S DEPARTMENT

RO/BKU/04/2020

Date: 06.01.2020

NOTIFICATION

In compliance with the memorandum bearing No. 78- F(P2) dated 06.01.2020 issued by Finance Department, Audit Branch, Govt. of West Bengal, it is hereby notified for information to all concerned that the University will remain open on 08-01-2020. 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. The employees who are on leave on 07-01-2020 shall have to report for duty on 07.01.2020 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 the following grounds:**

- a) Hospitalisation of the employee;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to 07.01.2020;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 07.01.2020.

It should be remembered that dislocation/disruption of vehicular 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 day, i.e., 08-01-2020.**

All Heads/Controlling Officers are hereby requested to send department-wise absentee report on that date, as aforesaid within 1-30 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.

By Order of the Vice Chancellor
Sd/-
Registrar (Addl. Charge)

NO.: RO/BKU/04/1(80)/2020

Date: 06.01.2020

Copy forwarded for information and necessary action to:

1. Finance Officer, Bankura University;
2. Controller of Examinations, Bankura University;
3. Inspector of Colleges, Bankura University;
4. Secretary, F.C for P.G. Studies in Arts & Science, Bankura University;
5. Secretary, Council for U.G. Studies, Bankura University;
6. All Heads/TICs & Faculty Members of the teaching departments, Bankura University;
7. Development Officer, Bankura University;
8. Assistant Registrar, Bankura University;
9. Secretary to Vice Chancellor, Bankura University;
10. Central Library, Bankura University;
11. Officer-in-Charge, Jamini Roy Centre for Art and Craft & Puabagan Campus, Bankura University;
12. System Analyst, Bankura University with the request to place this notification on the University Website;
13. Guard file.

Sd/-
Registrar (Addl. Charge)