

University of Kalyani

Kalyani - 741 235, Nadia
West Bengal



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Prof. Debansu Ray
Registrar

"A" Grade Accredited by NAAC

Ref. No.: RPS/Atnd./125/2022

Dated : 28/03/2022

CIRCULAR

With reference to Memo No-1250-F(P2) dated the 26th March, 2022 issued by the Finance(Audit) Department, Govt. of West Bengal, the Head of all Academic and Administrative Departments are here by requested to send the report of Attendance of all Teachers, Officers and Non-Teaching staffs (**Permanent, Contractual and Casual**) of their respective Department for **two days** (i.e. **28/03/2022 & 29/03/2022**) to the office of the undersigned.

The matter may be treated as mandatory.

All concerned are hereby requested to take necessary action accordingly.

This is being issued with the kind concurrence of the Hon'ble Vice-Chancellor, University of Kalyani.

Sd/-

Registrar

Ref. No.: RPS/Atnd./125/2022

Dated : 28/03/2022

Copy forwarded for information and necessary action to:

1. The Hon'ble Vice-Chancellor, K.U. (for his kind information only)
2. The Hon'ble Pro-Vice-Chancellor, K.U. (for his kind information only)
3. All Deans of the University Postgraduate Faculties, K.U.
4. The Heads of all Academic Departments, K.U.
5. The Heads of all Administrative Departments, K.U.
6. The System In-Charge, CIRM, K.U.- with a request to display the circular in the K.U. Website.
7. Guard's File & Registrar's Personnel Section.


Registrar

REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal

28/3/22