



University of Kalyani

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Prof. Debansu Ray

Registrar

No.: - R/Estab./Leave/ 22/DP- 258

Dated- 13-05-2022

### NOTIFICATION

As directed by the Hon'ble **Vice-Chancellor**, all the permanent employees (Teacher, Officer and Non-teaching) are hereby requested to submit their all kinds of leave applications [Casual Leave, Privilege / Earned Leave, Half Pay Leave / Medical Leave, Special Leave, Duty Leave, Maternity Leave, Child Care Leave and any other kind of leave as declared in G.O. No- 524-Edn (U)/1U-16/95 dated- 23-06-2000, 44-Edn (U) dated- 28-01-2008, 793 (19)-Edn (U)/EH/1U-53/99 (Pt.1) dated- 14-08-2015, 08-ILC/OM-131/15 dated- 13-01-2016, 1019 (20)-Edn (U)/EH/1U-53/99 (Pt.1) dated- 07-12-2016 and 07-Edn (U)/1U-01/2022 dated- 04-01-2022) to the undersigned through proper channel by **e-mail** at [leaveku@klyuniv.ac.in](mailto:leaveku@klyuniv.ac.in). Submission of hard copy of such leave application may be considered as a special case.

This is issued with the kind concurrence of the Hon'ble **Vice-Chancellor**.

Sd/-  
Registrar

No.: - R/Estab./Leave/ 22/DP- 258 (110)

Dated- 13-05-2022

Copy forwarded for information and taking necessary action to: -

1. The Hon'ble Vice-Chancellor, K.U. – for his kind information
2. The Hon'ble Pro-Vice-Chancellor, K.U. – for his kind information
3. All Deans of PG Faculty Councils, K.U.
4. All Heads of Academic Departments, K.U.
5. All Heads of Administrative Departments, K.U.
6. Director / Coordinator of all Centres, K.U.
7. The System-in-Charge, CIRM, K.U. – with a request you to display the notification in the University website.
8. Guard File, Registrar's Personal Section, K.U.
9. Guard File, Establishment Section, K.U.



Debansu Ray  
Registrar  
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University of Kalyani  
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