



# UNIVERSITY OF KALYANI

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**Prof (Dr) Debansu Ray**  
Registrar

Ref : R/Estab/Leave/2022 /Dp-507

Date : 23.08.2022

## NOTICE

It is hereby informed to all concerned that, university is going to launch Online Leave Portal within a very short period. In this connection to calculate leave of all permanent employees (Teacher, Officer & Non-Teaching Staff) of this university, all concerned are here

by requested to submit Leave Statement of their respective Department/Section upto 30.06.2022 within 2 working days from the issuance of this notification.

This is issued with kind concurrence of the Hon'ble Vice-Chancellor, K.U.

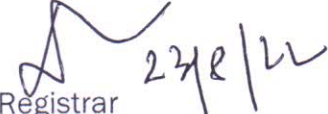
Sd/-  
Registrar

Ref : R/Estab/Leave/2022 /Dp-507(80)

Date : 23.08.2022

Copy Forwarded for information and necessary action to :

1. The Hon'ble Vice-Chancellor, K.U. – for information only.
2. The Hon'ble Pro-Vice-Chancellor, K.U. & The Chairman, Equivalence Committee, K.U.
3. The Dean, PG Faculty of Science, K.U.
4. The Dean, PG Faculty of Arts & Commerce, K.U.
5. The Dean, PG Faculty of Education, K.U.
6. All Head of the Academic Departments, K.U.
7. All Head of the Administrative Departments, K.U.
8. Director/Coordinators of all the Centres, K.U.
9. The System-in-Charge, K.U. – with a request to display the order in the university website.
10. Help Desk & Information Centre, K.U.
11. Statistical Cell, Registrar's Department, K.U.
12. Guard File of Establishment Section & RPS, K.U.

  
Registrar

