

# University of Kalyani

Kalyani - 741 235, Nadia  
West Bengal

**Prof. Debansu Ray**  
**Registrar**



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No.RPS/N/Attend./83/Dp-77

Dated : 03/02/2023

## NOTIFICATION

Consequent upon the Order No.524-Edn(U)-16/95 dated 23/06/2000 issued by the Department of Higher Education, Government of West Bengal, the **Vice-Chancellor**, University of Kalyani is pleased to decide that the following **instructions be strictly adhered to for ensuring punctuality in attendance and prompt disposal of work by all University employees including Officers for smooth functioning of the University.**

1. Each employee, on arrival at office shall sign the Attendance Register putting the time of arrival and at the time of departure shall sign the Attendance Register putting the time of departure.
2. Normal office hours will be generally from **10 am to 5.30 pm** on all working days with half an hour recess.
3. The grace period for signing the Attendance Register in the morning shall be 15 minutes after the schedule time and employees reporting for duty after this grace period (i.e. **after 10.15 am**) shall be marked '**LATE**'. Employees will be allowed to sign the Attendance Register and record attendance upto and within 45 minutes of the scheduled time of attendance (i.e. **upto and within 10.45 am**) in the morning.
4. Anybody coming thereafter will be marked '**ABSENT**' and will not be allowed to join duty on that day.
5. Attendance Register for making time for departure will be placed **on or after 5.15 pm**. Anybody leaving office before that time will be marked as '**ABSENT**' and action as per University rule will be taken in such cases.
6. **Three late attendances will be considered as equivalent to one day casual leave.**

All concerned are hereby requested to take action accordingly and inform all employees working under their kind control to comply with the above stated direction strictly.

**All the officials including Dean, HOD, DSW should strictly ensure that the employees and their support staff working in the concerned Department should report to HOD or section-in-charge.**

This notification is being issued with kind concurrence of the Vice-Chancellor.

Sd/  
Registrar

Dated : 03/02/2023

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**Copy forwarded for information & necessary action, if any to:-**

- 1) The Hon'ble Vice-Chancellor, K.U. (for his kind information only)
- 2) The Pro-Hon'ble Vice-Chancellor, K.U. (for his kind information only)
- 3) All Deans of the Postgraduate Faculties, K.U.
- 4) All Heads of the Academic Departments, K.U.
- 5) All Officers of the University, K.U.
- 6) The System-in-charge, CIRM – with request to upload in the University Website.
- 7) All Superintendent/ Section-in-Charge of the University all Academic and Administrative Departments, K.U.
- 8) All Provost/ Superintendent of the University Halls/ Hostels, K.U.
- 9) RPS Guard File

*Debansu Ray*  
Registrar  
3/2/23  
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