



# UNIVERSITY OF KALYANI

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**Prof (Dr) Debansu Ray**  
**Registrar**

Ref : R/Estab./LEAVE/100323/2023

Date : 09.03.2023

## ORDER

Pursuant to the Memorandum issued by the Finance (Audit) Department, Govt. of West Bengal vide No. 1068-F(P2) dated 09.03.2023 and subsequent communication received from the Higher Education Department, Govt. of West Bengal, the Head of all academic and administrative Departments / Centres/ Unit and DODL are requested to fill in this information as stated below and revert back latest by 10<sup>th</sup> March 2023 10:30am positively for onward submission of the same to the Higher Education Department, Govt. of West Bengal by 10:45am on same day.

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

*Name of the Department / Centre / Unit :*

*No(s). of Teaching Staff :*

*No(s). of Teaching Staff present :*

*No(s). of Teaching Staff whose leave was sanctioned prior to 09.03.2023 :*

*No(s). of Teaching Staff absent due to hospitalization / bereavement in family :*

*No(s). of Officer(s) :*

*No(s). of Officer(s) present :*

*No(s). of Officer(s) whose leave was sanctioned prior to 09.03.2023 :*

*No(s). of Officer(s) absent due to hospitalization / bereavement in family :*

*No(s). of Non-Teaching Staff :*

*No(s). of Non-Teaching Staff present :*

*No(s). of Non-Teaching Staff whose leave was sanctioned prior to 09.03.2023 :*

*No(s). of Non-Teaching Staff absent due to hospitalization / bereavement in family :*

An early action towards submission of the stated information from your end to the undersigned is highly expected.

**Sd/-**  
**Registrar**

Ref : R/Estab./LEAVE/100323/2023

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**Copy 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. – for information only.
3. The Deans of all Post Graduate Faculty Councils, K.U.
4. All Head of the Academic Departments, K.U.
5. All Head of the Administrative Departments, K.U.
6. Director/Coordinators of all the Centres/Units/DODL, K.U.
7. The System-in-Charge, K.U. – with a request to display the order in the university website.
8. Help Desk & Information Centre, K.U.
9. Statistical Cell, Registrar's Department, K.U.
10. Guard File of Establishment Section & RPS, K.U.

**Registrar**