

University of Kalyani

Kalyani - 741 235, Nadia
West Bengal

Prof. Debansu Ray
Registrar



Phone Off : 25828-750/ 25828378/
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25829356/25821254/ 25828477
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Phone :(Off.) : 00-91-33-25025762
E.mail : registrar@klyuniv@gmail.com
registrar@klyuniv.ac.in

No.RPS/N/Leave Portal/386/2023/Dp-563

Dated : 15/12/2023

NOTIFICATION

All permanent employees (Faculty Members, Officers and Staff Members) are hereby requested to submit their leave application (any type) to the undersigned through only Online Leave portal of this University which is available "Online Leave Portal" www.kums.klyuniv.ac.in using the following id and password:

Leave ID: - Employee id mentioned in the pay slip.
Default Password: 123 (request to change the password after first login)

Henceforth no hard copy or soft copy of leave application (any type) to the official email id of the Registrar will be entertained with effect from 1st January 2024.

Those, who are accessing the portal smoothly, may kindly ignore this notification.

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

Sd/
Registrar
Dated : 15/12/2023

No.RPS/N/Leave Portal/386/2023/Dp-563

Copy forwarded for information & necessary action to:

1. The Vice-Chancellor, University of Kalyani (for his kind information only)
2. All Deans, of the Postgraduate Faculties, K.U.
3. All Heads of the University Academic Departments, K.U.- **with request to intimate this to all the Faculty & Staff Members of the respective Departments.**
4. All Director/ Co-ordinator of the All Centres, K.U.- **with request to intimate this to the all Permanent Staff Members of the respective Centres.**
5. All Officers Administrative Departments, K.U.- **with request to intimate this to all Permanent Staff Members of the respective Department/ Section.**
6. The System-in-Charge, CIRM, KU- with request upload in the University website.
7. All Provost/Supdt. of the University Halls/Hostels, K.U.- **with request to intimate this to all Permanent Hostel Workers of the respective Halls/ Hostels.**
8. RPS Guard File.

Registrar 15/12/23



REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal