

University of Kalyani

Kalyani - 741 235, Nadia
West Bengal

Registrar



ESTD. 1960

Phone Off : 25828-750/ 25828378/
25828293/ 25828478/ 25828889/
25829356/25821254/ 25828477

Fax:00-91-33-2582-2505

Phone : (Off.) : 00-91-33-25025762

E.mail : registrarklyuniv@gmail.com
registrar@klyuniv.ac.in

No. RPS/Attendance/350/2026

Date: 14/08/2026

NOTIFICATION

All Administrative Heads and Academic Heads of the University are hereby requested to ensure that the monthly attendance sheet of all employees under their respective control, generated/downloaded from the Leave Portal, is duly verified, reconciled with the Attendance Register, signed by the concerned Head and submitted to the undersigned within the first week of every English calendar month. Such submission is mandatory to prepare and update Service Book of respective Employee and other records on regular intervals.

All concerned Heads are requested to ensure that the particulars shown in the attendance sheet are complete and accurate before submission.

This is being implemented with immediate effect.

Sd/-

Registrar

Date: 14/08/2026

No. RPS/Attendance/350/2026

Copy forwarded for information and necessary action to:-

1. The Hon'ble Vice-Chancellor, K.U. – (for his kind information only)
2. All Dean, Faculty Council for Postgraduate Studies, K.U.
3. The Director, DODL, K.U.
4. All Head of the Academic Departments, K.U.
5. All Director/ Co-Ordinators of all Centres, K.U.
6. All Administrative Heads, K.U.
7. The Security Superintendent, Watch & Ward Unit, K.U.
8. The Care-taker, Registrar's Department, K.U.
9. RPS Guard File

14/08/26
Registrar

REGISTRAR
University of Kalyani
Kalyani-741235, Nadia
West Bengal