



Kalyani University
KALYANI, NADIA
WEST BENGAL – 741 235

Prof. Subhas Chandra Sarkar
Registrar (Offg.)

KALYANI - 741235, WEST BENGAL
Phone Office:
2582 - 9356, 8750, 8889, 8477, 8378, 8478
(Extension – 245), 25025762 (direct)
Tele. Fax : 00-91-33-2582-2505 / 8282
E-mail: registrarklyuniv@gmail.com
Web: www.klyuniv.ac.in

Ref. No.: - R/Estab. /Leave /2016/DP-666

Dated- 2nd September 2016

C I R C U L A R

With reference to Memo No- 4498-F (P) dated- 26.08.2016 issued by the Finance Department, Govt. of West Bengal, the Head of all Academic and Administrative Departments are here by requested to send the report of attendance of all teachers, officers and non-teaching staffs (permanent, contractual and casual) of their respective Department for the dates 01/09/2016, 02/09/2016 and 05/09/2016 to the office of the undersigned. The matter may be treated as mandatory.

All concerned are hereby requested to take necessary action accordingly.


Sd/-
Registrar (Offg.)

Ref. No.: - R/Estab. /Leave/2016/DP-666 (100)

Dated- 2nd September 2016

Copy forwarded for information and taking necessary action to: -

1. The Vice-Chancellor, K.U. – for his kind information
2. Heads of all Academic Departments, K.U.
3. Heads of all Administrative Departments, K.U.
4. The System-in-Charge, CIRM, K.U. – with a request to display the circular in the University website
5. Guard File, Registrar's Personal Section


02/09/16
Registrar (Offg.)
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University of Kalyani
Kalyani, Nadia-741235
West Bengal

