



No. RE/1/24/ 581

Date: 27.12.2024

NOTIFICATION

For smooth functioning of the University in relation to the maintenance of uniform administration as well as congenial atmosphere of teaching and learning, it is notified for information of all non-teaching staff-members of the University that they shall have to abide by the following norms with regard to their attendance in the office: -

1. Normal office hours will be from 10 a.m. to 5-30 p.m. on all working days (with half an hour recess from 1-30 p.m. to 2 p.m.)
2. There will be provision for late marking for arriving 'Late' after 10-15 a.m. and marking 'Absent' after 10-45 a.m.
3. 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. Attendance Register for signature and marking time for departure would be available at 5-15 p.m. The Attendance Register shall be under the custody of the respective Controlling Officer or his authorized person not below the rank of Junior Superintendent.
4. The Attendance Register will be sent to the respective Controlling Officer immediately after 10-15 a.m. when he will mark 'Late' indicating 'L' for staff who would turn up after 10-15 a.m. and mark 'Absent' indicating 'A' who would not turn up within 10-45 a.m. If anybody leaves office before that time without prior permission, he will be marked 'Absent' and action as per University Rules will be taken in such cases. For every three days' late attendance in a month one day's Casual Leave shall be deducted from the credit of an employee. If there is no Casual Leave at his/her credit, Earned Leave shall be deducted from the accumulated leave of an employee.
5. If a staff fails to record the time of departure with his/her signature on the day, appropriate action shall be taken against him/her by the authority. The employees shall not sign the Attendance Register simultaneously on the spaces meant for arrival and departure in the Attendance Register. If so done, appropriate action shall be taken against him/her.
6. In the case of exigency, an employee may avail/enjoy half day's Casual Leave (admissible either in first half or in second half of office hours) with prior permission of the Authority. In such case the employee concerned shall have to apply for the same. However, if it is required for any staff to leave office for a very short period on personal reason, he shall have to take permission from the Superintendent/Officer concerned. Any departure from the aforesaid stipulation or leaving office without permission shall be reported to the Controlling Officer by the concerned Superintendent.

P.T.O



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WEST BENGAL

Registrar's Department

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7. The members of non-teaching staff attached to different Post-graduate and other teaching departments at Golapbag shall record attendance in the Registers to be maintained by the Head of the Dept. concerned or the teacher authorized by him.
8. It is expected that the Officers / Head of the Dept would extend all out efforts to enforce the schedule of attendance properly. It is also expected that all officers shall take appropriate measures for smooth functioning of all academic & administrative affairs.
9. The order would be effective immediately for the non-teaching employees who work under the time schedule as mentioned above (i.e. without having any duty on rotation or staggering basis). The working schedule for the employees who work on rotation etc. would continue as before or as may be assigned by the respective controlling officer from time to time. They will have to strictly adhere to the time schedule of arrival & departure; otherwise appropriate action will be taken against them.

By order of the Vice Chancellor


(S.K. Chowdhury)
REGISTRAR

Date: 27.12.2024

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Copy forwarded for information and necessary action to: -

1. All Officers of the University.
2. All Heads of the Teaching Department of B.U.
3. Dean, F. C. for P. G. Studies in Science/Arts etc., B.U.
4. All Sr. Superintendents / Jr. Superintendents, B. U.
5. V.C.'s Sectt / Sr Supdt, Registrar's Sectt, B.U.


REGISTRAR