

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

P.O. KRISHI VISWAVIDYALAYA, MOHANPUR, DIST. NADIA, PIN – 741 252

From:
Prof. Pradip Kumar Sahu
Registrar



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No.: REG/3/L-739

Date: 01.02.2022

NOTIFICATION

In compliance with State Government circulars issued regarding reopening of University, and in terms of the resolutions adopted in the meeting held on 31.01.2022 in the Chamber of the Hon'ble Vice-Chancellor, as directed it is being notified as follows –

1. Each and every employee should be regular in their offices.
2. If leave is required by any employee, he/she can avail the same by following the usual leave rules and procedures and submission of leave application is mandatory. An employee must take leave only with the approval and prior knowledge of the concerned controlling officer well in time.
3. Any employee who is not coming to office without proper leave, he/she will be marked as irregular/absent and action will be taken against him/her as per University rules and regulations.
4. The concerned Dean/Head/Associate Dean/Officer will be solely responsible to ensure regular presence of their staff.
5. **Many people are being found not attending office regularly. Each and every staff is liable for their duties and official responsibilities. Henceforth, all are hereby advised to remain present in their office on time for the respective activities.**
6. Every activity to be carried out with proper COVID guidelines as per directives available.

Sd/-
Registrar

No.: REG/3/L-739/17

Date: 01.02.2022

Copy forwarded for kind information and necessary action to –

1. The Dean, Faculty of Agriculture / Horticulture / Agril. Engg., BCKV, Mohanpur, Nadia.
2. The Dean, Post Graduate Studies/ Students' Welfare, BCKV, Mohanpur, Nadia.
3. The Associate Dean, College of Agriculture, BCKV, Burdwan / Bankura.
4. The Director of Research, BCKV, Mohanpur, Nadia.
5. The Director of Extension Education, BCKV, Mohanpur, Nadia.
6. The Director of Farms, BCKV, Mohanpur, Nadia.
7. The Special Officer (Development), BCKV, Mohanpur, Nadia.
8. The Librarian, BCKV, Mohanpur, Nadia – with a request to float the notification on the University Website.
9. The Assistant Medical Officer, Medical Unit, BCKV, Mohanpur, Nadia.
10. The Incharge, Works Department, BCKV, Mohanpur, Nadia.
11. The Security Officer, BCKV, Mohanpur, Nadia.
12. Vice-Chancellor's Secretariat, BCKV, Mohanpur, Nadia.
13. Office copy.


Registrar