



Prof. Tapas Biswas
Registrar

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No.: REG/3/L-33

Date: 11.05.2026

NOTIFICATION

As per University rules the scheduled office hours of the University is from 10:30 A.M. to 05:30 P.M. on all normal working days. It is binding on all employees of the Viswavidyalaya to attend office regularly as per scheduled office hours. However, it has been noticed that many of the employees of the Viswavidyalaya are not adhering to the said office rules and some employees are not attending office without taking approval for leave.

As directed by the Hon'ble Vice-Chancellor, BCKV, all controlling officers (Deans, Directors, Heads of Departments, Incharge of Departments) are being requested to ensure that all employees under their control must reach office within 10:30 A.M. and should not normally leave office before 05:30 P.M. This is applicable for all campuses/units of the Viswavidyalaya, including KVKs, RRS and RRSS.

However, the time schedule for University farm sector, morning academic sections, and other emergency services shall be followed as per prevailing system/arrangement.

All must strictly abide by the directives. Non-compliance of this directive will attract disciplinary action.

By order of the
Hon'ble Vice-Chancellor
Sd/-
Registrar

No.: RS/3/L-33

Date : 11.05.2026

Copy to -

1. The Librarian and Convener, Website Committee, BCKV- with a request to publish the notification on the University Website.
2. Copy circulated as per mailing list given overleaf.


Registrar

No.: REG/3/L-33 (125)

Date: 11.05.2026

BidhanChandra Krishi Viswavidyalaya
MAILING LIST

- 1) Director of Research/Farms/ Extension Edn./Director-In-Charge, Comprehensive Scheme, BCKV.
- 2) Dean, Faculty of Agriculture/Horticulture/Agril. Engg./P.G. Studies/Students' Welfare, BCKV.
- 3) Associate Dean, College of Agriculture – Burdwan / Bankura, BCKV.
- 4) Comptroller/Assistant Comptroller / S.O.(Dev.) / Incharge, Works Department, BCKV.
- 5) Deputy Director of Research / Nodal Officer, ICAR-Nodal Cell, BCKV.
- 6) Deputy Registrar / Deputy Librarian /Assistant Registrar-I / Assistant Registrar-II, BCKV.
- 7) Incharge, Common Service Section / Incharge, Medical Unit / Security Officer, BCKV.
- 8) Head of the Department of Agronomy/Agril. Economics/Agril. Entomology/Pl. Pathology/ Agril. Chem. & Soil Sc./Agro-Meteorology/Genetics & Plant Breeding/ Pl.Physiology/Seed Sc. & Technology/Agril. Extension Education/Soil & Water Conservation/ Agricultural Biotechnology / Agril. Statistics / Biochemistry/ Agril. Chemicals/Animal Scs., Faculty of Agriculture, BCKV.
- 9) Head of the Deptt. of Floriculture & Landscaping/Fruits Science/Post Harvest Management/ Plantation, Spices, Medicinal & Aromatic Crops /Vegetable Science, Faculty of Horticulture, BCKV.
- 10) Head of the Deptt. of Farm Machinery & Power Engineering/ Soil & Water Conservation Engineering / Process & Food Engineering, Faculty of Agril. Engineering, BCKV.
- 11) In-Charge, RRS, Jhargram / RRS, Coastal & Saline Zone, BCKV, Kakdwip / RRS, New Allivial Zone, Gayeshpur / RRSS, Chakdah, Nadia / RRSS, Raghunathpur, Purulia / RRSS, Sekhampur, Birbhum, BCKV.
- 12) Incharge/Farm Manager, Horticulture Res. Station, Mondouri/Teaching Farm, Mondouri/ Students' Inst. Farm, F.Ag., Mohanpore/ 'C' Block Farm, Kly./DSF (ABC Block), Kly./DSF (D-Block), Kly./ Jhargram Farm, Jhargram/Asstt. Farm Manager, BSF, Canning, P.O. Taldi (Vill. Canning), 24 Pgs. (S)/Supdt. C.R.Farm, Gayeshpur/Asstt. Director of Farms, Horticulture, BCKV.
- 13) Programme Coordinator / Incharge, Krishi Vigyan Kendra – Nadia, Hooghly, Howrah, Jhargram, Purba Medinipur, BCKV.
- 14) Vice-Chancellor's Secretariat / Registrar's Secretariat, BCKV.
- 15) Office copy.


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