



Prof. Tapas Biswas
Registrar

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No.: REG/3/L-72

Date: 15.06.2026

NOTIFICATION

This is for information of all concerned that the University Notification No. REG/3/L-33 dated 11.05.2026 was issued in respect of strict compliance of office timings by employees who attend office during normal office hours. In the said notification it was clearly mentioned that in respect of employees engaged during morning shift in University farm sector, morning academic sections, and other emergency services, the prevailing time schedule for morning shift shall be followed as per prevailing system/arrangement.

However, it has been observed that due to absence of specifically defined timings for morning shift in the earlier notification, certain employees who are assigned to perform office duties during morning shift have been interpreting the provisions inconsistently. Accordingly, it is being formally notified for information of all concerned that the office timings for **morning shift is from 06:00 A.M. to 02:00 P.M.**, with half an hour Tiffin break.

The above timings are hereby notified for uniform implementation and strict compliance. This is applicable for all campuses/units of the Viswavidyalaya, including KVKs, RRS and RRSS.

All employees assigned to the morning shift shall report to their respective places of duty within 06:00 A.M. and shall remain present throughout the scheduled duty hours. The concerned Heads/In-charges shall ensure strict monitoring of attendance and punctuality of the employees under their control.

Any deviation from the prescribed duty schedule, unauthorized absence, late attendance, or early departure shall be viewed seriously and dealt with in accordance with the relevant rules and regulations of the University.

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

This notification shall be read as part of Notification No. REG/3/L-33 dated 11.05.2026.

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

No.: RS/3/L-72

Date : 15.06.2026

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.


15/6/26
Registrar

Contd.....p/2.

No.: REG/3/L-72 (125)

Date: 15.06.2026

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.
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- 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.

Sd/-
Registrar