



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

VU/R/Noti./725/2018

Date: 25.05.2018

## NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that it has been noticed that some of the employees are not found available at their respective departments / places during the office hours, even some times they leave the campus after putting biometric attendance, without prior permission of the authority.

All employees of this University are requested to refrain from such type of practices and make themselves available in the respective departments / places except official work and prior permission.

All concerned are being informed and requested to act accordingly.

sd/-  
Registrar

Memo No. : VU/R/Noti./725/2018 dated 25.05.2018

Copy forwarded for information and necessary action to to:

1. The Dean(Actg), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's /TIC's of all Academic and Administrative departments for circulation among the employees,
4. The Director (DDE) for circulation among all the employees of DDE
5. The Director / In-charge of all centre,
6. The Deputy Registrar(Academic),
7. The Deputy Registrar(Administration),
8. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
9. The Office Supdt., Registrar's Office,
10. The Establishment Section,
- ✓ 11. The Information Scientist for publication on the University website,
12. Guard File



*[Signature]*  
25/05/18  
Dr. J.K. Nandi)

Registrar  
Registrar  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.