



Office of the Registrar  
**Kazi Nazrul University**

Nazrul Road, Kalla Bypass More, P.O. – Kalla(C. H.)  
Asansol – 713340, Dist. –Paschim Bardhaman, West Bengal

Ref. No. –KNU/R/Notice/0198/22

Date:27/02/2022

**NOTICE**

In concurrence of the notification no. 810 – F(P2) dated 27.02.2022 of Finance Department, Government of West Bengal, it is notified for all concerned that the University shall remain open and all the employees shall report for duty on **28/02/2022**. No Casual Leave for absence either in the 1st half of the day or in the second half or for the whole day nor any other leave shall be granted to any employee on the said date. The employees who were on leave on 25-02-2022 shall have to report for duty on 28th February, 2022.

It is further notified that absence of employees on 28<sup>th</sup> February, 2022 will be treated as 'dies-non' and no salary will be admissible unless such absence is covered by the following grounds:

- a) Hospitalisation of the employees;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to 25th February, 2022.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 25th February, 2022.

**Sd/-**  
**Registrar [Addl. Charge]**

Copy to

1. All Academic and Administrative Heads; KNU
2. The Dean, Faculty Council for P.G. Studies in Science, Technology and Vocational Studies
3. The Dean, Faculty Council for P.G. Studies in Arts, Fine Arts, Performing Arts and Traditional Art Forms
4. All Faculty Members; KNU
5. All Staff Members
6. PA to the Vice Chancellor for kind information to the Hon'ble Vice Chancellor
7. Guard file