



# Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of  
Minority Affairs and Madrasah Education, Govt. of West Bengal)  
11A/27, New Town, Kolkata - 700160, West Bengal

Memo No: AU/REG/0347/21

Date: 12.04.2021

## Office Order (Attendance of employees)

In view of increasing trends of the COVID-19 pandemic, it is to inform that the attendance of all Non-Teaching Staff members will be at least 50% with immediate effect. However the University shall remain open in all working days.

Respective Office/Section shall prepare its roster. Attendance will be recorded as per University rules. Those who fail to attend office as per roster will be marked absent.

Earlier Office Order vide no. AU/REG/0105/21 dated 10-02-2021 is superseded.

This will continue until further order.

  
Registrar

Memo No: AU/REG/0347(6)/21

Date: 12.04.2021

Copy to:

1. P.A to Vice-Chancellor for kind information of Hon`ble Vice-Chancellor.
2. Head of Department of.....
3. Controller of Examinations (Acting)
4. Finance Officer
5. University website.
6. Guard File.

Registrar