



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/0793/20

Date: 31-12-2020

Office Order

(Attendance of Employees)

In modification to the earlier Office Order vide Memo No.: AU/REG/0777/20 dated 24-12-2020, I am directed to inform all concerned that attendance of officers and staff in the office of the academic and administrative departments of the University should be 70% with effect from 04-01-2021.

Heads of all academic and administrative departments are requested to prepare the roster accordingly in order to ensure the smooth functioning of the University.

Attendance to be recorded as per University rule and failing to attend the office as per roster will be marked as absent.


21/12/20

Registrar

Memo No.: AU/REG/0793(8)/20

Date: 31-12-2020

Copy to:

1. PA to VC for kind information of Hon'ble Vice-Chancellor.
2. Dean,
3. Finance Officer.
4. Controller of Examinations (Acting)
5. HoD/HoD(Off), Dept. of
6. Deputy Registrar.
7. University website
8. Guard File.

Registrar



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