



# 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/0459/20

Date: 26-08-2020

## NOTICE

In continuation of our previous office order vide Memo No: AU/REG/0358/20 dated 05-06-2020 and in terms of G.O. No. 2272-F(P) dated 21-07-2020, it is to inform all concerned that:

1. All the Section/Departments will remain open for 5 days in a week i.e. from Monday to Friday except the Holidays and declared days of lockdown.
2. 50% employee of every Section/Department will remain present in a day.
3. The concerned Head of the Department/Section will prepare Duty Roster of their employees accordingly.
4. Absence in duty day will be treated as personal leave and will be deducted from their leave account.

*Sd/-*

Registrar

Memo No: AU/REG/0459(16)/20

Date: 26-08-2020

Copy for information to:

1. P.A. to Vice-Chancellor for information of the Hon'ble Vice-Chancellor.
2. Dean, .....
3. P.A. to Registrar for information of the Registrar.
4. Controller of Examinations.
5. Dy. Registrar.
6. Finance Officer
7. HOD/HOD (Officiating), Department of .....
8. CVS, Administrator.
9. Training & Placement Officer.
10. Centre-in-Charge (WBCS Coaching Centre)
11. Medical Section.
12. Library Section.
13. Notice Board of all the Campuses.
14. All Matrons of the Hostels of this University.
15. Enquiry Counter.
16. Guard File.

Registrar

*26/8/2020*