



**Dr. A. P. J. Abdul Kalam Government College
New Town, Rajarhat
Kolkata - 700156**

Notice No: 954/FIN

Date: 18.02.2023

In pursuance of the Memorandum No: 731-F (P2) of GOVERNMENT OF WEST BENGAL FINANCE (AUDIT) DEPARTMENT Dated: 18th February, 2023 all teaching and non-teaching staff of our college are hereby notified that attendance is mandatory on 20th February, 2023 (Monday) and the 21st February, 2023 (Tuesday).

It is further notified that absence of employees on those days will be treated as 'dies-non' (break in service) 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 the 17th February, 2023.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 17th February, 2023.

Those who are on University Assignments on the above mentioned dates must inform the undersigned with relevant documents by email within 19th February, 2023.

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Principal

Dr. A. P. J. Abdul Kalam Government College