JAMALPUR MAHAVIDYALAYA

A Govt. Aided Degree College
(Affiliated to the University of Burdwan & Recognized by the UGC)
ESTD.- 2009

Ref. No. 28/24-25   Date: 15-08-2024

NOTICE

With reference to Memorandum No. 3640–F(P2) Dated Howrah, the 15th August, 2024 issued by Additional Chief Secretary to the Government of West Bengal, FINANCE (AUDIT) DEPARTMENT, NABANNA, 325, SARAT CHATTERJEE ROAD, HOWRAH – 711 102, it is hereby notified for information of all concerned that the college will remain open on 16.08.2024. All the faculty and non-teaching staff members of Jamalpur Mahavidyalaya, Jamalpur, Purba Bardhaman shall report for duty on 16-08-2024 and 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 of the college on 16-08-2024. The employees, who were on leave on the 14th August, 2024 shall have to report for duty on 16th August, 2024.

Absence of employees on 16.08.2024 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) Hospitalization of the employee.

b) Bereavement in the family.

c) Service illness and absence continuing prior to 14.08.2024.

d) Employees who had been on Child Care Leave, Maternity Leave, Earned leave and Commuted leave on medical ground sanctioned prior to 14.08.2024.

Where the absence is not covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as *dies non (break in service)* **and no salary will be admissible for the above mentioned days**.

If any employee remains absent on 16.08.2024, he/she will be asked to explain why action would not be taken against him for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the ground mentioned above.

All sections of employees (faculty members and Non-teaching employees) are directed to comply with the said order strictly.

Shrabanti Banerjee

(Dr. Shrabanti Banerjee)

Principal, Jamalpur Mahavidyalaya

Jamalpur, Purba Bardhaman