

ALIPURDUAR UNIVERSITY

P.O. Alipurduar Court: Dist. Alipurduar: (W. B.): Pin – 736122

Dr. Jaydip Roy
Professor, Dept. of History
& Registrar (Officiating)
Alipurduar University



Mobile: 9434179490
Alipurduar-736 122
West Bengal, India
Email: registrar@alipurduaruniversity.ac.in

No: APDU/Reg./Notice/075/2025

Date: 28.08.2025

C I R C U L A R

Attendance of the Teaching & Non-Teaching Staff

As directed by the competent authority, all the administrative and Academic Head of the APDU are requested once again to submit the monthly attendance report regularly of their departmental teaching and non-teaching staff (**vide Ref. No: APDU/Reg./Notice/028/2025, date: 02.01.2025**) to the office of the Registrar at the end of the every month for keeping records and account of leaves etc. Therefore, all the academic and administrative heads are requested to maintain attendance register of the teaching and non-teaching staff of their respective departments. They are also requested to keep in mind the following important points:

1. Any kind of leave applications are to be addressed to the Registrar, duly forwarded through the Head of the respective department well in advance so the leave sanctioning authority gets the time for the verification and approval.
2. Application is mandatory for Station leave and other emergency issues.
3. Joining Report is mandatory for any leaves.

All the above mentioned points are applicable for all the teaching and non-teaching employees of Alipurduar University.

Registrar (Officiating)
Alipurduar University

Registrar (Officiating)
Alipurduar University

Copy forwarded to:

1. The Hon'ble Vice-Chancellor, Alipurduar University for his kind information.
2. All the Academic and Administrative Head, Alipurduar University for their kind information and necessary action, if any.
3. Guard file.