VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

Date: 12.06.2026

NOTIFICATION

This is to notify for general information of all employees of the University that the Additional Chief Secretary, Finance Department, Audit Branch, Government of West Bengal has published a Memorandum bearing No. 1961-F(H) dated 02.06.2026 (copy enclosed). All employees of the University are requested to kindly note the said Memorandum and act accordingly.

All concerned are being informed accordingly.
This is issued with the approval of the competent authority.

Sd/-
Registrar

Memo No. : VU/R/Noti./808/2026 dated 12.06.2026
Copy forwarded for information and necessary action to to:

1. *Deans of the Faculty concerned,*
2. *All HOD of all Academic and Administrative Departments - with a request to circulate the notification among all employees of his / her Department / Office.*
3. *The Senior Information Scientist for wide circulation on the University website,*
4. *The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,*
5. *The Office Supdt., Registrar's Office,*
6. *The Establishment Section,*
7. *Guard File*

12/06/26

(Dr. J. K. Nandi)
Registrar
Registrar
VIDYASAGAR UNIVERSITY
Midnapore - 721102, W.B.

VIDYASAGAR UNIVERSITY 721102 W.B. Midnapore

Tele-Phone (03222) 298 220, Fax : (03222) 275329,
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Government of West Bengal
Finance Department
Audit Branch
Nabanna, 325, Sarat Chatterjee Road, Howrah – 711102

No.1961-F(H) **Dated 02/06/2026**

MEMORANDUM

In order to improve efficiency, punctuality, instilling discipline in administration and digitised preservation of records of attendance, it has been decided to mandatorily use the Face Recognition Biometric attendance Systems for recording the attendance of officers and staff posted in various departments at Nabanna with effect from 15th June, 2026. The other offices in the state will be brought under this system in phases within 31st July, 2026.

Accordingly, the following instructions shall strictly be adhered to by all the officers and staff:

(i) The existing exemption provided to employees from staying within 8 km of Headquarters in terms of Rule 29A of WBSR (Part-I) due to lack of accommodation and other reasons, may continue.

(ii) Recording of attendance of all the Staff and Officers of Nabanna excepting the Heads of the Departments shall only be done through the Face Recognition Devices at the time of arrival and also at the time of departure from office.

(iii) Attendance between 10:15 A.M and 11:00 A.M. will be marked as 'late'. Attendance after 11.00 A.M. will be treated as 'absent'.

(iv) Departure from office before 5.15 P.M. will be regarded as early departure.

(v) Late arrival and early departure on the same day will be treated as 'absent in office' and will lead to deduction of one day Casual Leave.

(vi) If departure is not recorded, then it will be treated as absent.

(vii) One day's CL/CCL will be deducted for every **three days'** of late arrival/early departure in a calendar month.

(viii) Rule 15 of WBSR (Part-I) mandates that all Govt. employees are at the disposal of the Government whole time and so in case of exigencies and requirements their services shall be available to the Government Office beyond office hours also.

(ix) Heads of Offices shall make appropriate arrangements to permit late arrival/early departure due to official meetings/engagements of the employee/officer concerned.

This order is issued with the approval of the Competent Authority. It will take immediate effect and remain in force until further orders.

(Prabhat Kr. Mishra)
Additional Chief Secretary

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