



**Vidyasagar College for Women**

**(NAAC ACCREDITED)**

39, Sankar Ghosh Lane

Calcutta - 700 006

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office@vcfw.org

No. ....

Date..... 15.08.2024

## **Notice**

### **Compulsory Attendance on 16th August 2024**

#### **To All Staff:**

In view of the government order No. 3640-F(P2) dated 15th August 2024, all staff (irrespective of Preparatory Day) are hereby notified that compulsory attendance is mandatory on 16th August 2024 (Friday). This is despite the 12-hour bandh called by a political party. All of you must be physically present and report for duty on time in the college.

Absence without valid reasons will be treated as 'dies-non' and will result in no salary for that day.

#### ***Valid reasons for absence include:***

- \* Hospitalization of the employee
- \* Bereavement in the family
- \* Severe illness and absence continuing prior to 14th August 2024
- \* Employees on Child Care Leave, Maternity Leave, Medical Leave, or Earned Leave sanctioned prior to 14th August 2024

Employees who are absent without valid reasons will be issued a show-cause notice.

Please ensure your timely presence at the workplace on the specified date.

**Dr. Sutapa Ray**

Principal

Vidyasagar College for Women

Kolkata - 700006

Principal  
VIDYASAGAR COLLEGE FOR WOMEN  
Kolkata-700 006

