



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD-36, Sector-I, SaltLake, Kolkata 700 064

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Memo No. OG/WBUHS/2020-21/1495

Date: 24/02/2021

NOTIFICATION

It is hereby notified to all the employees of the WBUHS (permanent- Group C&D, contractual- Group C&D and all outsourced employees) that henceforth they are required to submit 'Leave Applications' to their concerned Sectional Head before availing the leave (except any emergency), stating the reason & period for their leave along with the name of the employee of that particular section who will take his/her work responsibility in addition to his/her assigned work, during the period of leave.

This notification shall come into existence with immediate effect.


24/2/21

Assistant Registrar

The West Bengal University of Health Sciences

Memo No. OG/WBUHS/2020-21/1495/1(16)
Copy forwarded for information to:

Date: 24/02/2021

1. The Controller of Examinations, WBUHS, Kolkata
2. The Finance Officer, WBUHS, Kolkata
3. The Deans of Modern Medicine/ Dental Sciences, WBUHS, Kolkata
4. The Inspector of Colleges, WBUHS, Kolkata
5. The OSD, PDAE, WBUHS, Kolkata
6. The OSD, Registrar Section, WBUHS, Kolkata
7. The Deputy COE, WBUHS, Kolkata
8. The Law Officer, WBUHS, Kolkata
9. The OIC's of Homoeopathy/ Ayurveda/ Nursing/ Unani, WBUHS, Kolkata
10. The Asst. Finance Officer, WBUHS, Kolkata
11. The Asst. COE, WBUHS, Kolkata
12. The Asst. Registrar, WBUHS, Kolkata
13. P.A. to the Vice Chancellor, WBUHS, Kolkata
14. P.A. to the Pro Vice Chancellor, WBUHS, Kolkata
15. Office Copy
16. All employees of the WBUHS, Kolkata


24/2/21

Assistant Registrar

The West Bengal University of Health Sciences