



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

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Website:- <http://www.wbuhs.ac.in>, e-mail: registrar@wbuhs.ac.in

Memo no: OG/WBUHS/2021-22/629

Date: 19/08/2021

Notification

Subject: Attendance in Office, Conduct & Disciplinary action.

Reference: Order no. 753/V-ISS/2M-22/2020 dated 13/08/2021 issued by the Chief Secretary, Govt. of West Bengal, Nabanna.

All concerned of the West Bengal University of Health Sciences are hereby being notified that the University started its normal activities with 100 % attendance to deliver the important and urgent works and other normal activities, which are increasing day by day.

Attendance in Office of the University (Office Hours):

It is to be noted that the Office hour shall be maintained strictly as per University Statute i.e **from 10:00 am to 5:30 pm on all working days.**

There shall be recess of half an hour between 2:00 pm – 2:30pm. Attendance after 10:15 am shall count for late marking and 10:45 pm or after shall be marked absent.

Rules of Attendance:

- Anybody leaving office without permission from concerned Head of the office for any reason, whatsoever shall attract provision of marking “Absent” by concerned Head.
- No employee shall be allowed to absent himself from office without prior permission from the Head of concerned office.
- Habitual absence without prior authorization of the competent authority by an employee shall be subjected to Disciplinary action as the authority may decide.

Note:

Authority to sanction leave, approval of attendance & monthly working statement is delegated to Finance Officer / Registrar who shall sanction leave and salary subject to the provisions of statute to any employee of the University.

Conduct & Disciplinary action:

- Every employee (permanent, contractual, daily wagers, outsourced technical support staff) shall abide by and strictly adhere to service conditions and conduct Rules of the University.
- Every employee working in the offices of the University, shall at all times, maintain a very high standard of integrity, impartiality and devotion to duty.
- No employee shall behave in a manner which is improper, unbecoming of and derogatory to the prestige of the University.

It is also requested to the concerned persons to carry their Identity Card issued by the University, to wear mask, sanitize hands and maintain social distancing at office premises.

The following may be good and sufficient reasons for disciplinary action, such as:

- Neglect of duty
- Want of due diligence in the performance of duties
- Violation of order regarding attendance and office discipline
- Insubordination or disregard or violation of the orders of the Superior Officers
- Unauthorized & unreported absence from duty
- Proof of tampering with official records
- Sufficient proof to justify taking bribe
- Violation of any of the provisions prescribed in Statutes of the University

Following disciplinary action may be imposed upon the employee, namely:

- Censure.
- With-holding of increments not affecting promotion.
- Recovery of the whole or part of any pecuniary loss caused to the University or to the college by negligence of duty or breach of trust.
- Removal or dismissal from service.
- All appeals in disciplinary matter shall be decided by the Vice-Chancellor except as may be otherwise provided in a contract.

This notification has been issued as per the direction of the Higher Authority of WBUHS.


Registrar

The West Bengal University of Health Sciences

Memo no: OG/WBUHS/2021-22/629 / (1/ 16)

Date: 19/08/2021

Copy forwarded for necessary information to:-

1. Dean-Modern Medicine, WBUHS, Kolkata
2. Dean- Dental Sciences, WBUHS, Kolkata
3. Finance Officer, WBUHS, Kolkata
4. Deputy Controller of Examinations, WBUHS, Kolkata
5. OSD-PDAE, WBUHS, Kolkata/ OSD-Registrar, WBUHS, Kolkata
6. Law Officer, WBUHS, Kolkata
7. Asst. Finance Officer/ Asst. COE / Asst. Registrar, WBUHS, Kolkata
8. Program Officer, WBUHS, Kolkata
9. Officer in Charge (Ayurveda/ Unani/ Homoeopathy/ Nursing), WBUHS, Kolkata
10. PA to Vice Chancellor, WBUHS, Kolkata/ PA to Pro-Vice Chancellor, WBUHS, Kolkata
11. All staff-Registrar Section/ Dean Section/ Finance Section/ Controller Section, WBUHS, Kolkata
12. Office File.


Registrar 19/8/21

The West Bengal University of Health Sciences