



Government of West Bengal  
Kalyani Government Engineering College  
Kalyani, District- Nadia, West Bengal, Pin-741235  
Tele-Fax:( 033)25821309;(033)25826680 E-mail:principalkgec@gmail.com

No. KGEC/286

Date : 26.05.2023

NOTICE

It is observed that many staff members of the college have not submitted their up-to-date leave application since February 2022 after regularization of the office duty after COVID period.

In the above circumstances, to maintain leave record up-to-date, all staff members (except Group-A employees) are requested to submit their leave application from February 2022 to 30<sup>th</sup> April, 2023 within 9<sup>th</sup> June 2023 to the college office (Mr. Subal Chandra Baidya, LDC) positively.

Concerned staff members may contact Mr. Subal Chandra Baidya, LDC in college office for any further leave related quiry/pending leave application etc.

Heads of all departments and sections are requested to kindly bring it to the notice of all staff members under their department/section.

Sd/-  
Registrar

**Dr. Bishnu Pada Biswas**  
Registrar  
Kalyani Govt. Engineering College  
Kalyani- 741 235, Nadia, W.B

No. KGEC/286 (9)

Date : 26.05.2023

Copy forwarded for information and necessary circulation to –

1. Principal
2. Heads of the Departments of CSE, ECE, ME, IT, EE, CA, Physics, Chemistry, Math., TPO
3. Accounts Officer
4. Librarian
5. Deputy Registrar
6. Shri Subal Chandra Baidya, LDC
7. College Website
8. College Notice Boards
9. Office copy.

**Dr. Bishnu Pada Biswas**  
Registrar  
Kalyani Govt. Engineering College  
Kalyani- 741 235, Nadia, W.B