

# KABI JOYDEB MAHAVIDYALAYA

Estd.-2007

A Govt.-Aided Degree College Affiliated to the University of Burdwan  
ILLAMBAZAR, BIRBHUM, PIN-731214

College Code - 314

Email:kjmahavidyalaya@gmail.com

Ref. no. Nil

Date:03.07.2023

## NOTICE

All the Staff members (Teaching, SACT & Non-Teaching) are requested to submit their leave application in online mode to the College software through their personal Id w.e.f. July-2023 onward.


The leave application must be submitted within three working days from the day of absence in the College for Casual leave. No hard copy of application is entertained henceforth.

All others leave is permitted in prior approval of the College authority. Noted that without application or prior approval of the College authority, the leave of absence in the College will be treated as 'Un-authorized leave' (UL).

Looking co-operation from all the concerned.

N.B. Everybody is requested to contact with Mr. Bhaskar Ghosh, Concerned Staff for their personal Id (if necessary).



  
03/07/23  
Principal  
Kabi Joydeb Mahavidyalaya  
Illambazar, Birbhum