

(Replaced by same Memo No. and Date)


Memo: EUB/REG/Admin/2025/590

Date: 17 August 2025

## NOTICE

According to the notice Ref. EUB/REG/Admin/ 2024/419, dated 13/11/2024 & EUB/REG/Admin/2025/456 dated 11/01/2025 all employees of EUB were requested to complete their bio-metric registration and ensure their attendance regularly. But it is observed that some of the officials and Faculty Members of EUB attend office irregularly as well as don't stay in office continuously to fulfill minimum required hours. This practice disrupted the normal activities and causes bad impact of EUB as a whole. It is observed that some employees often forget to confirm their punch in / out. A few number of employees not yet registered their bio-matric attendance. It is reported/ evident that some faculties and non-academic staff attended office lately and they leave the campus without punching or permission of proper authority; and again entered into office and finally they punched at the time of final departure from the campus. These practices are undoubtedly a gross violation of existing practice of maintaining punctuality and it is treated as misconduct. In these circumstances all concerned are hereby requested to follow the followings:

1. Each and every one must ensure his/her biometric attendance (entry and exit) according to the system of bio-matric attendance machine. One way punching will count as zero working hours. So everybody will be careful in this regard.
2. Faculty Members must stay in office for a minimum period of 04 (Four) hours in a working day. Faculty members and officials will have to stay in the campus forty two hours in a week.
3. **For Thursday seven hours will be counted for Faculty Members who will be involved in online classes either from the campus or from home.**
4. In case of emergency, **Faculty Members must take short leave from concerned Departmental Chairman and submit approved form to the Chairman.**
5. In case of any violation of the instruction of para-3, the **concerned Chairman of the Department will report fortnightly to the Registrar office about those faculties who are involved in non-compliance of the instructions.**
6. In case of emergency, employee of EUB must take short leave from concerned Authority and **submit approved form to the office of the concerned Additional Registrar or Sectional Head.**
7. The Department/ sections having different work schedule will have to follow the rules regarding 42 (forty two) weekly working hours.
8. ICT Section will provide fortnightly timing report to Additional Registrar, C-I & C-II for monitoring the above mentioned activities. If the total working hours of the week is less than 42 (Forty two) hours salary will be deducted as per practice of EUB rules.
9. Henceforth, no Attendance Register will be maintained.

  
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