MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin – 741249
City Office: BF-142, Sector -I, Salt Lake, Kolkata -700 064

Ref No: MAKAUT/RE/Notice-106/316 Date: 07.09.2026

NOTIFICATION

Sub: Prior sanction mandatory for availing leave

It has come to the notice of the University Authority that some employees, including those holding key positions, are in the habit of availing leave without prior intimation/sanction.

In this regard, attention of all employees is drawn to the West Bengal State-aided Universities Leave Rules and it is hereby notified for strict compliance:

1. Leave is not a right: Leave cannot be claimed as a matter of right. When the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

2. Prior sanction is pre-condition: No employee shall absent himself from duties without submitting appli cation and obtaining prior sanction of leave from the Competent Authority. Mere submission of application does not authorize an employee to remain absent.

3. Procedure:

i) All leave applications must be submitted well in advance through proper channel with recommendation of Controlling Officer/HoD.

ii) In case of unavoidable circumstances, intimation shall be given to the Registrar / Controlling Officer on the same day through e-mail/phone, followed by formal application with supporting documents within next working day.

iii) Leave on grounds of Census 2026, Election and other Govt. duties will be governed by respective Govt. orders and prior permission of University must be obtained.

4. Consequence of unauthorized absence: Absence without sanctioned leave shall be treated as dies-non. No salary and no service benefits shall be admissible for the said period. Such unauthorized absence may also attract disciplinary proceedings as per extant State Government Rules.

All concerned are directed to adhere to the above instructions scrupulously. Any violation will be viewed seriously.

This has got reference to the approval dated 07-09-2026 of the Competent Authority in the File No. MAKAUT/RE/ Notice-106.

Sd/-
(Dr. S. K. Maity)
Registrar (Addl. Charge)
& Inspector of Colleges
MAKAUT, WB.

Copy forwarded for information and necessary action to:

1. The PA to Hon'ble Vice-Chancellor, MAKAUT, WB– Please bring it into the kind notice to the Hon'ble Vice Chancellor.
2. All Officers, MAKAUT,WB
3. All Directors/Heads of Schools/Departments/Centres of the University.
4. The Information Scientist , MAKAUT, WB- with a request to upload in the University website
5. All staff members, MAKAUT, WB
6. Guard File.

(Dr. S. K. Maity)
Registrar (Addl. Charge)
& Inspector of Colleges
MAKAUT, WB.