



Memo. No.: MGU/R/03/2026/12

Date 12.03.2026

NOTIFICATION

Ref: Memorandum No. 968-F(P2) dated 12/03/2026 from Govt. of WB Finance Department (Audit Branch).

In view of the call given by certain organisations for a strike on **13th March, 2026 (Friday)**, it has been decided that University office will remain open and all the employees shall report for duty on that day. It has been decided **that no Casual Leave or any other leave for absence either in the 1st half or in the 2nd half or for the whole day shall be granted** to any employee on the above-mentioned day.

It is further notified that absence of employees on that day will be treated as 'dies-non' and no salary will be admissible unless such absence is covered by any of the following grounds:

- a) Hospitalisation of the employee;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to 12th March, 2026;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave or Earned Leave sanctioned prior to 12th March, 2026.

A Show-Cause Notice will be issued to the employee(s) concerned who remain absent on 13th March, 2026, asking him/her to explain why action should not be taken for such unauthorized absence. Upon receipt of a satisfactory reply and production of documentary evidence, leave due and admissible may be granted on the grounds mentioned above.

Where the absence is not covered by any of the above-mentioned reasons and the leave has not been approved, the same will be treated as 'dies-non' and no salary will be admissible for the above-mentioned day.

Those who will not respond to the Show-Cause notice will be liable to disciplinary action.

This is issued with the approval of the competent authority.

Registrar
MAHATMA GANDHI UNIVERSITY
Mahishadal, Purba Medinipur, W.B.
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