

বিশ্বভারতী
বিশ্বমারতী
VISVA-BHARATI



OFFICE ORDER

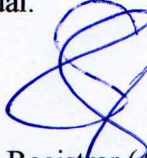
Sub: Functioning of University's administrative offices w.e.f 29-7-2021

Following the communication received by the University vide memo no 909-ISS/2M-22/2020 dated 26 July, 2021 of the Home & Hill Affairs Department, IS (SC) Branch, read with the order number 753/III-ISS/2M-22/2020 dated 14 July, 2021 of the Chief Secretary, Government of West Bengal, as well as the advisories given time to time by the Gov't of India and the University Grants Commission, this is to notify that the administrative offices of the University (including offices of the Bhavanas/ Vibhagas/ Departments/ Centres/ Units etc) will remain open following normal working hours with 25% staff strength with effect from 29 July 2021 and until further orders.

Heads / controlling officers will prepare duty rosters accordingly, with intimation to the undersigned (e-mailed to P/A to Registrar) and will also ensure that Gov't notified Covid-19 health precautions including avoidance of gatherings, regular sanitization of office premises, wearing of masks, maintenance of physical distancing, frequent washing of hands and other Covid appropriate behaviour are strictly followed in their offices.

Pregnant women employees will not be required to attend office physically; employees aged sixty and above may work from home. Those working from home (following roster) shall attend office physically if required by the controlling officer for any emergency/ essential work. Offices dealing with emergency/ essential works/ services like power/ water supply, security, sanitation, internet communication/ campus wi fi network etc will function with full strength. Group- A officers will attend office as usual. Leave/ station leave norms will be applicable as usual.

REG/O.O./89
Dated: 28/07/2021


28/7/2021
Registrar (Acting)
Visva-Bharati

Copy to:

- 1) Directors/ Principals/ Heads/ In-charge of all Bhavanas/ Vibhagas/ Departments/ Centres/ Units etc.
- 2) Heads/Officers-in-charge of administrative Offices/Sections etc.
- 3) Deputy Registrar & C. S. to the Vice-Chancellor
- 4) Senior System Analyst & in charge, Computer Centre (University webmaster) – with request to upload this order in the University website.
- 5) In-Charge, Hindi Cell– with request to arrange Hindi translation and uploading of this order.
- 6) Assistant Registrar-in-charge, Security