

বিশ্বভারতী  
विश्वभारती  
VISVA-BHARATI



**OFFICE ORDER**


**Sub.: Functioning of administrative offices/services w.e.f. 03/11/2021**

With reference to order no. 753/XII-ISS/2M-22/2020 dated 29/10/2021 of the Chief Secretary, Government of West Bengal, read with the D.O. No. F. 14-8/2020(CPP-II) dated 05/02/2021 of the University Grants Commission and also the Memo No. 1058-Edn(CS)/10M-32/2021 dated 28/10/2021 of the Department of Higher Education, Government of West Bengal, this is to notify that the following measures will be effective from 03/11/2021 as regards physical attendance of administrative staff of the University:

- 1) The administrative offices/services of the University will function with 50% of staff strength. Heads/controlling officers will prepare daily duty rosters accordingly with intimation to the Registrar (mailed to P.A. to Registrar)
- 2) Offices dealing with emergency/essential works/services like power/water supply, watch & ward/security, sanitation, campus internet, maintenance of laboratory equipments etc and offices dealing with admission/examination/registration of students shall function with full strength.
- 3) Group-A officers will attend office in full strength as usual.
- 4) Those working from home (following roster) shall attend office physically, as and if required by the controlling officers for any urgent/essential work.

Controlling officers are requested to ensure that the Government notified Covid-19 health precautions as mentioned in the office orders dated 29-07-2021, 17-04-2021 etc of the University are strictly followed in the office premises.

No. REG/O.O./89/230  
Date: 02/11/2021

  
Registrar (Acting)  
Visva-Bharati

Copy to:

- 1) Directors/Principals/Heads/In-charge of all Bhavanas/Vibhagas/Departments/Centres/Units.
- 2) Heads of all administrative Offices/Sections
- 3) Incharge, Security
- 4) C.S. to Vice-Chancellor
- 5) P.A. to Registrar
- 6) University Webmaster – With a request to upload in the University Website