



Notification

The undersigned is directed to request all employees of the University (both Academic and Non-Academic) to follow the duty hours i.e. 9.30 a.m. to 6.00 p.m. strictly in all working days of the University following the 25% attendance and other stipulations prescribed by the Gov't of West Bengal vide order No. 753/X-ISS/2M-22/2020 dated 30.09.2021 and following duty rosters prepared as per University's order No. REG/0.0.89 dated 28.07.2021.

Memo No.Adm/G/340

Date: 04.10.2021

Registrar(Acting)

Visva-Bharati

To,

- Directors/Principals/Heads//In-Charge of all Bhavanas/ Vibhagas/ Departments/ Centres Units etc.
- 2. Heads/Officers-in-charge of administrative Offices/Sections etc.
- 3. Dy. Registrar & C.S. to Vice-Chancellor
- 4. In-Charge Computer Centre (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, Incharge, Security