



**VISVA-BHARATI
SANTINIKETAN**

NOTIFICATION

In view of the instructions issued by MHA and MHRD/UGC in their communications to the University, it is brought to the notice of all stakeholders that the following steps are to be taken with effect from 13th July 2020 (Monday) when the University, specially its offices shall remain open as per the following guidelines until further order.

1. All Heads/In-Charges of Departments/Sections shall prepare a duty roaster so as to ensure that required number of officers and staff attend the office during working days.
2. Safety measures in respect of Covid-19 pandemic issued by Department of Health & Family Welfare in their various communications shall mandatorily be followed that include-wearing of masks, sanitization, measuring temperature by Thermal Scanner and maintaining Social Distancing guidelines, etc.
3. No visitor(s) shall be allowed during the office hours in any of the Administrative Offices/Sections.

This is issued with the approval of the competent authority.

Memo No. REG/Notify/156/ **73**
Date: 11/07/2020

11/7/2020
Registrar (Acting)
Visva-Bharati

Copy to:

1. All Directors/Principals of Bhavanas/Vibhagas.
2. All Heads of the Academic Departments
3. Proctor / Dean of Students Welfare
4. Finance Officer
5. Prof.-in-Charge, Security
6. CMO, PM Hospital
7. All Joint Registrar/Deputy Registrars/LAO/Assistant Registrars
8. Deputy Registrar & C.S. to Vice-Chancellor
9. P. A. to Registrar
10. Webmaster – With a request to upload it in the University web.
11. Hindi Officer – With a request to translate into Hindi language & upload in the University web.