

বিশ্বভারতী
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VISVA-BHARATI



OFFICE ORDER

- 1) In pursuance of order no. 647-ISS/2M-22/2020 dated 15/05/2021 of the Chief Secretary, Government of West Bengal, the normal works of the University in all its Bhavanas/Departments/Centres/ Offices/ Sections etc shall remain suspended from 16/05/2021 to 30/05/2021. All employees will work from home (with the summer vacation for vacation staff commencing from the declared date). There will be no academic/administrative/cultural gatherings, groupings or congregations during this period.
- 2) Emergency/essential services (including ambulance services of the University), sanitation, security(Watch & Ward), power & water supply, campus internet network (MHRD/NKN/ Wifi/ broadband etc) shall function normally. Controlling officers of these services shall ensure that there is minimum physical contact among the employees dealing with these services and that health precautions like wearing mask, frequent washing of hands, using hand sanitizer etc are taken by them with all seriousness. The Computer Centre and the Electrical/Water Supply wings of the Engineering Department shall function with not more than 50% of the staff present on a given day with rotational duty rosters adopted as and if necessary.
- 3) All faculty members/teaching/non-teaching staff will provide their contact details i.e. local/vacation address, mobile no, e-mail id etc., to their controlling officers/sectional heads so that they can be contacted in case of emergency. They will be required to take station-leave permission and leave as applicable in normal course.
- 4) Office heads/controlling officers (especially those dealing with health/emergency/ essential services) shall not leave station without prior approval of the authority.
- 5) No medical/nursing/paramedical/technical/non-technical/general staff of P. M. Hospital will take any leave or leave station without prior approval of the Registrar (through proper channel). Enlisted casual workers and temporary status staff of P.M. Hospital will take prior approval of the Chief Medical Officer, PMH.
- 6) Controlling officers shall ensure that the premises under their control are securely locked, with all electrical/electronic appliances switched off.
- 7) Supply/replenishment of oxygen/nitrogen/helium and other gases/substances/materials essential for continuous/essential services and processes (including pest control) of the laboratories/archives/ museums/strong rooms etc of the University, can be done by the controlling officers with minimum deployment of staff and with intimation to the local police/administration, if required, as per government protocol.

No. REG/O.O./89/40
Date : 15/05/2021


Registrar(Acting)
Visva-Bharati
कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

To:

- 1) Directors/Principals/Heads/In-charge of all Bhavanas/Vibhagas/Departments/Centres/Units etc.
- 2) Heads/officers-in-charge of all administrative Offices/Sections etc.
- 3) In-Charge, Chief Medical Officer, P. M. Hospital
- 4) Faculty-in-Charge, Security
- 5) Deputy Registrar & C. S. to Vice-Chancellor
- 6) P. A. to Registrar
- 7) University webmaster – with request to upload it in the University website.