

বিশ্বভারতী  
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VISVA-BHARATI



**OFFICE ORDER**


Pursuant to the decision taken in the meeting held on 12/05/2021 (through virtual mode), chaired by the Vice-Chancellor, the undersigned is directed to inform all concerned that the normal works of the University will resume from 17/05/2021, following the conditions/precautions mentioned in the earlier office order dated 14/04/2021 for preventing the spread of Corona Virus (COVID-19) in the campus. A copy of the said order is enclosed. Summer vacation for UG/PG vacation staff will commence from 20/05/2021 as already notified.

Controlling officers shall ensure that health precautions like wearing of masks, frequent washing of hands, use of hand sanitizers, avoidance of large gatherings, maintaining "social distance" etc. are strictly followed in all Bhavanas/ Departments/Offices/Sections etc.

The situation will be reviewed by the University as and when required.

No. REG/O.O./89/38  
Date :13/05/2021



  
13/05/2021  
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.
- 8) In-Charge of Hindi Cell– to translate it into Hindi and upload it in the University website.

বিশ্বভারতী  
विश्वभारती  
VISVA-BHARATI




**OFFICE ORDER**

In view of the rising numbers of Novel Coronavirus (COVID-19) positive cases among the employees of the University and among residents of the neighbouring areas, this is to notify that the following precautions are being taken by the University, following the guidelines/advisories issued by the Ministry of Home Affairs, the Ministry of Health & Family Welfare, the Ministry of Education, Government of India, the UGC and also the opinion of the medical experts.

- 1) Faculty members/researchers (including guest teachers) aged 60 (sixty) years and above, will work from home until further order. They will take classes and attend meeting/conference/seminar etc from home (headquarters/station).
- 2) Other faculty members/teaching staff of schools and the non-teaching staff (including ad-hoc/contractual/casual/temporary status staff) of the University will attend office by rotation in such a manner that on average not more than 50% (fifty percent) staff will attend department/school/office in a working day. Others will work from home as per assignment given by their Principals/Heads/controlling officers. However, they may be required to attend department/school/office physically for any urgent work. Duty rosters (for rotation) will be prepared by the Principals/Heads/controlling officers.
- 3) The days on which they will work from home will be counted as being on duty.
- 4) All faculty members/teaching staff/non-teaching staff will provide their contact details i.e. local 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 usual.
- 5) However, emergency/essential staff dealing with water supply, electricity, security, medical/health/sanitation etc. will attend their duties in regular manner with all precautions like wearing mask, using hand sanitizer, washing hands frequently, avoiding hand shake and physical proximity etc.
- 6) Office heads/controlling officers (especially those dealing with health/emergency/essential services) should not leave station without prior approval of the authority.
- 7) No medical/nursing staff/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). Casual workers and temporary status staff of P.M. Hospital will take prior approval of the Chief Medical Officer, PMH.
- 8) Sanitation Section will arrange regular sanitization/fumigation of the critical areas of the PMH (OPD/Indoor/Ward etc.) and the Central Administrative Building/Central Library/adjacent offices. Sanitization/fumigation of other buildings of the campus will be arranged locally by the concerned controlling officers with help from Garden Section, if necessary.

This issues with the approval of the competent authority and will come into force w.e.f. 15.04.2021.

No. REG/O.O./89/22  
Date : 14/04/2021

  
Registrar(Acting)  
Visva-Bharati

To:

1. All Directors, Principals, Heads, In-charge of Bhavanas/Vibhagas/Departments/Centres
2. All Heads of administrative Offices/Sections etc.
3. In-Charge, Chief Medical Officer, P.M. Hospital
4. Deputy Registrar and C. S. to the Vice-Chancellor