## शा मृत पूत विश्व विम्हा ल श

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OFFICE OF THE VICE-CHANCELLOR: AUROBINDO BHAVAN ANNEXE

Ref: No.: VC/103/Intrnl-Offcr/2020

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Date: September 23, 2020

## For the kind attention of all Officers, Jadavpur University:

I write this with a request and do look forward to receiving your cooperation in this matter.

In view of the Unlock 4 and subsequent Government notification, it is now necessary to keep offices open to cater to the needs of various stakeholders of the University. All Government and semi-Government offices are also being kept open now.

In this context, I think time has come to explore the possibility of keeping all offices open at least thrice a week on a staggering mode with required minimum attendance of employees.

Suranjan Das.