

JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No. : R-PA/M-12/219/2020

Dated : June 15, 2020

In view of the current scenario of enhance rate of spreading of COVID – 19, as well as keeping in line with the view of the Government of West Bengal Notification Nos. 1912-F(H) dt. 09.06.2020 and 1921-F(H) dated 10.06.2020, as well as the advice given by the Hon'ble MIC, HE on 13.06.2020 at the meeting with VC, PVC and Registrar of all State Aided Universities, Jadavpur university has set up following modalities for smooth functioning of Administrative work, superseding the previous order bearing reference no. R-PA/M-12/215/2020, dated : 05.06.2020.

- It has been decided w.e.f. **16.06.2020** the University will keep open the essential services, offices / sections under the Registrar, Finance Officer and Controller of examination as and when required basis with minimum skeleton staff members.
- The offices will be operated in 2 phases, each of four (4) hrs. duration – one from **11.00 a.m. to 03.00 p.m.**, and other from **01.00 p.m. to 05.00 p.m.** in staggered manner.
- The days on which the respective sections will remain open, as well as the staff members who will be called for, be decided by the respective controlling officers “as and when required” basis.
- The staff members, who will attend the office on those days, may opt for travelling assistance if they so desire, with prior intimation to the Registrar / Controlling Officer, the day before within 04.00 pm.
- Officers of this University will attend their respective offices as per their requirement, may avail University transport facilities as and when required. If availed, that should be informed at least a day before by 04.00 p.m.
- In this regard, it should be mentioned that the university Campus (Outside the building) has already been sanitized by the KMC and will be sanitized in future in regular intervals. The academic building / hostel will be sanitized once the academic activities will start.
- Emergency services like security, sweeper maintenance staff (Electrical / General), O/o the UE, conservancy, EPABX all will function as before.
- All agency engaged workers / staff need to attend their respective duties as required by certifying authority.


REGISTRAR