

JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No. : REC/N/079/2021

Dated : March 31, 2021

NOTICE

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This is for information of all concerned that in view of the increasing trends of the COVID-19 pandemic all Non-Teaching Staff members of the University are requested to present office at least three days a week. However, University will remain open in all working days. Respective Heads of the Offices/Sections/Departments /Schools /Libraries may prepare a roster so that the respective office will run smoothly and the office-staff may attend at least three days in a week.

Attendance to be recorded as per University rule. Those who failed to attend the office as per roster, **will be marked absent**. This will be effective from **05.04.2021 to 30.04.2021**.



REGISTRAR

Copy to :

1. All Sections / Units / Departments / Schools / Centres (including Salt Lake Campus)
2. O/o the Registrar
3. Records - 2 copies