

বিশ্বভারতী  
বিশ্বভারতী  
VISVA-BHARATI



Office Order

**Sub: Physical attendance of teaching staff of the University w.e.f. 03.11.2021**

Following the Office order no.753/XII-ISS/2M-22/2020 dated 29.10.2021 of the Chief Secretary, Gov't of West Bengal read with Memo No. 1058-Edn(CS)/10M-32/2021 dated 28.10.2021 of the Department of Higher Education, Gov't of West Bengal and also the D.O. No. F.14-8/2020(CPP-II) dated 05.02.2021 of the University Grants Commission; the following measures will be effective from 03.11.2021 and until further order, as regards physical attendance of teaching staff of the University:

- (i) Teaching staff of the University will attend their Departments/Centres etc. with 50% strength based on rosters prepared (for their Departments/Centres etc) by the concerned controlling officers. However, all the Directors, Principals, Vice-Principals, HoDs and other teaching staff having administrative responsibilities will attend duties physically.
- (ii) Teaching staff working from home (following roster) will attend duty physically as and if required by the controlling officers for any urgent/essential work.
- (iii) Directors/Principals/HoDs/Incharge are requested to ensure that the Gov't notified Covid-19 health precautions as mentioned in the office order dated 29.07.2021, 17.04.2021 etc of the University are strictly followed in the premises of the Bhavana/Dep't/Centre concerned.

Memo No. REG/O.O./89/231  
Date: 02.11.2021

  
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 administrative Offices/Sections etc.
3. Joint Registrar & C.S. to Vice-Chancellor
4. Joint Registrar(Accounts)
5. Deputy Registrar (Establishment)
6. In-Charge Computer Centre (Webmaster) - with a request to upload this order in the University website.
7. In-Charge, Hindi Cell- with a request to arrange Hindi translation and uploading of this order.