

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



OFFICE ORDER

In view of the rising numbers of Novel Coronavirus (COVID-19) positive cases among the employees in Central Administrative Building and few other Bhavanas/ Departments/Offices, and the subsequent medical advice of the Incharge, Chief Medical Officer of P.M. Hospital, the following decisions have been taken in the meeting (online) chaired by the Vice-Chancellor and attended by the Registrar and other officers today (04/01/2022):

- 1) Central Administrative Building and office of the Pearson Memorial Hospital shall remain closed from 05/01/2022 to 11/01/2022. However, officers/staff dealing with essential/emergency works/services like health & sanitation, security, power/water supply, court matters etc. may access these office premises, if required, with permission from the Registrar/Incharge, CMO, as the case may be.
- 2) All employees of Central Administrative Building and P. M. Hospital office will work from home as per directions given by the concerned controlling officers.
- 3) Sanitization/fumigation of offices/sections at Central Administrative Building shall be done from 07 January 2022 onwards.
- 4) Offices located outside the Central Administrative Building and office of the Pearson Memorial Hospital shall continue to run with the existing restrictions (50% attendance etc).
- 5) Those academic departments/offices where Covid-19 positive cases have been reported will be closed for three days and will be fumigated.
- 6) Matters requiring urgent/time bound attention will be discussed among respective offices preferably in online mode.
- 7) Approvals may be obtained online, wherever possible, and movement of files is to be restricted to the minimum.
- 8) Camp for Covid-19 test will be organised as soon as possible.
- 9) Persons who will rejoin the office from 12 January 2022, if having any symptoms, will report to the Medical Officer at P.M. Hospital.

Ashish

Memo No. REG/O.O./89/321
Date: 04/01/2022

Registrar
Visva-Bharati

Copy to :

- 1) Directors/ Adhyakshas/ Heads of all Bhavanas/Vibhagas/Departments/Centres
- 2) Finance Officer
- 3) Proctor
- 4) Dean of Students' Welfare
- 5) In-Charge, Chief Medical Officer, P.M. Hospital
- 6) Librarian, Central Library
- 7) Heads of all Administrative Offices
- 8) In-Charge, Security
- 9) Joint Registrar & C. S. to Vice-Chancellor
- 10) P. A. to Registrar
- 11) University webmaster – to upload it in the University website.