

JADAVPUR UNIVERSITY

KOLKATA – 700 032

Ref. No. : R-PA/M-12/215/2020

Dated : June 5, 2020

As per the directives of the Higher Education, Government of West Bengal, vide reference no. 12-Pr. Secy-HED/2020 dated 30.05.2020, the following steps have been taken to ensure normal functioning of Jadavpur University:

1. The following offices will remain open from **08.06.2020** as below :
 - i) **O/o the Vice – Chancellor** - As and when necessary
 - ii) **O/o the Pro-VC (PKG)** - Thrice in a week (Monday / Wednesday / Friday)
 - iii) **O/o the Pro-VC (CB)** - Thrice in a week (Monday / Wednesday / Friday)
 - iv) **All sections under the supervision of the Registrar (viz. O/o the Registrar, O/o the Law Cell, O/o the Jt. Registrar, O/o the Asst. Registrar, Estate, Personnel, Meetings, Administrative Office, Records and Dispatch, Hospitality Cell, Research, Scholarship, Muster Roll, Statistical Data Unit, Foreign Students Cell, Central Monitoring Cell** - Thrice in a week (Monday / Wednesday / Friday)
 - v) **Offices of the Secretaries of four Faculty Councils (including Ph.D. cell) for Ph.D. and examination related works:** Twice in a week (Tuesday/Thursday)
 - vi) **All Sections under the supervision of the Finance Officer (viz. FO's Office, DFO's Office, A.O.'s Office, EWU, RB Cell, Cash, Ledger, Accounts Cell I, Accounts Cell II, Pay, UGC & State Govt. Cell, Purchase, Foreign Purchase, Central Store)** - Thrice in a week (Monday / Wednesday / Friday)
 - vii) **Controller of Examinations** – Thrice in a week (Monday / Wednesday/ Friday)
 - viii) **O/o the DoS, Development Officer, DPI** – as and when necessary
2. We expect the presence of staff members in the above mentioned days between 11.00 a.m. to 05.00 p.m.
3. Attendance of the staff members of the above mentioned sections, who are residing in the University Quarter is mandatory.

P.T.O.

4. Those who are residing within the 10 kms. radius of the University are requested to follow the mentioned schedule for attending the Office.
5. Campus sanitization will be undertaken as per rule.
6. Contact free sanitizer machines will be installed at relevant places in the campus.
7. Arrangements will be made to keep open the canteen adjacent to Aurobindo Bhavan (AHAAR) open.
8. As partial public transport is available, the University is not in a position to provide the facilities given to the staff members who were attending the office till Lockdown 4.0
9. All the staff members are requested to follow strictly personal protective norms (mask and hand sanitization) during pandemic COVID – 19. If required the University may provide the masks.
10. The emergency services will remain open as usual practice. All staff members related to the emergency services are requested to join their duty.
11. Restrictions on the opening and use of the facilities of academic departments will remain in vogue till 30 June 2020 in accordance with University Notification already issued in the matter.

J B am
5.6.2020.

REGISTRAR

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Further in addition to the University notification no. R-PA/M-12/215/2020 dated 05.06.2020 it is to be noted that the **Office of the University Engineer**, which is under the direct control of the Registrar, JU will also remain open **thrice in a week (Monday / Wednesday / Friday) from 11.00 a.m. to 05.00 p.m. from 08.06.2020.**

All other remain same.


5.6.2020.

REGISTRAR