

JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No. : REC/N/180/2020

Dated : December 28, 2020

NOTICE

It is notified for information of all concerned that all Offices, Sections, Departments, Schools and Libraries of Jadavpur University will remain open in all working days on and from **04.01.2021**.

Respective Heads of the Offices/Sections/Departments /Schools /Libraries may prepare a roster so that the office-staff may attend at least thrice a week in normal office hours i.e. 10.00 a.m. to 5.30 p.m.

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


REGISTRAR (O)

Copy to :

1. All Officers / HoDs
2. All Sections / Units / Departments / Schools / Centres (including Salt Lake Campus)
3. Personnel Section – with a request to properly and continuously monitor
4. O/o the Registrar
5. Records – 2 copies