



Rabindra Bharati University

Ref. No.: RBU/REG/112/2020

Date: 09.11.2020

Office Order

Pursuant to the Memo No.: 368-CS/2020 dated 01.11.2020 issued by the Chief Secretary, Government of West Bengal and in partial modification of the Office Order No. RBU/REG/111/2020 dated 06.11.2020, the Hon'ble Vice Chancellor has directed the undersigned to request all Non-Teaching Employees of the University to remain present at the university for at least two days a week, as per the roster to be prepared (based on their need) by the respective Head of the Academic/Administrative Department, in which their services are placed, starting from Wednesday, November 11, 2020. All Non-Teaching Employees are, hereby, requested to consult the respective Head of the Academic/Administrative Department in this regard.

It is further directed that in no circumstances more than 50% of the Non-Teaching Employees would remain present at the Departments.

All Non-Teaching Employees are also requested observe all Covid-related safety measures while they are present at the Campus, as mentioned in different orders issued from time to time by the Government of West Bengal in this regard.

This is for information of all concerned.

Registrar

Copy to:

1. Dean of Faculty of Arts/Fine Arts/Visual Arts
2. HODs/TICs/Coordinators of Academic Departments
3. All Officers of the University
4. Vice Chancellor's Secretariat