



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

नपाम :: तेजपुर - 784028 :: असम / NAPAAM :: TEZPUR - 784028 :: ASSAM

आदेश / ORDER

दिनांक/Dated: 16.06.2021

In view of Government of Assam Govt. ORDER dated 15.06.2021, maintaining the status quo on Covid 19 SoP for the District of Sonitpur and in compliance with the order, the functioning of Tezpur University Offices will be as follows till 22.06.21:

1. The offices in Administration (Esstt, Gen Admin, S&P, Finance, Engineering Section, R&D Section, Academic section) will continue work from 9.00 am till 12.00 noon. Attendance of the employees who have got vaccinated shall be compulsory other than those exempted. Employees who are yet to get vaccinated are to get themselves vaccinated as per advisories from the Government to fight the pandemic.
2. Employees of the aforesaid sections who are coming from town, will break their office at 12.00 noon. Bus Services will remain functional.
3. Arrangement for passes with exemption from Odd/Even of vehicles to attend offices are being made by the administration and all officials are to attend office accordingly.
4. All offices including academic departments other than Administration will remain closed; but people may work from home. For academic activities like online teaching, online examinations and similar works, faculty and staff may visit their department , under intimation to the HoD concerned.
5. All outsourced workers other than Hostel duties and electrical staff and other maintenance staff will work from 6.00am to 12.00 noon. Hostel staff and other maintenance staff who are retained for duties will attend duties as per requirement.
6. All HoD's are requested to forward the details of the employees who are abstaining from duties without any kind of leave and or Station Leave, to the undersigned.
7. Heads of all offices are also requested to assign any employee of the department/office to look after maintenance work of the department/office during this period.
8. Other restrictions and Covid-19 protocols notified from time to time shall remain in force.

Issued with due approval .

Memo No. F.27-130/2020(GA-I)/646

Copy for information to:

1. All employees of the University (through E-mail)
2. Webmaster-with a request to upload the Office Order on the website
3. Concerned File

Registrar

Dated:16.06.2021

Registrar