

No. 2453 Estt.I

Date 16/04/2021

OFFICE ORDER

In pursuance of the Order No.11465/GEN Dt.15.04.2021 of General Administration and P.G. Department, Govt. of Odisha and Order No.1968 dt.15.04.2021 of the Special Relief Commissioner, Govt. of Odisha, it is for information of all concerned that the office of the Sambalpur University will function as per the schedule given below with only 50% of employees attending/duty wherever possible due to restriction imposed relating to Covid-19. This order will be effective from 17.04.2021 to until further orders. **All the employees of the University are required to keep their mobile phones switched on and should be available on urgent notice/call. The employees who are not coming to office will work from home.**

Name of the Section	Working Days
Registrar/COF/Deputy Registrar /Director, CDC/ Development Officer/Accounts Officer/Asst. Engineer/Jr. Engineer(Civil)/Placement Officer	Mon, Tue, Wed, Thu, Fri
Office of the Vice Chancellor	Mon, Tue, Wed, Thu, Fri
Office of the Registrar	Mon, Tue, Wed, Thu, Fri
COE /ACOE/ Administrative Officer/PEO/ Jr. Engineer(Electrical)	Tue, Thu, Fri (One of the ACOEs will work on every Saturday on roster basis)
Estt.I/II/III/ Bill/Cash/Funds/ All E.C. Sections/ Legal /Computer Centre/Syndicate/ Academic-I/II/Dev.-I/ Store/Estate & Maint.	Mon, Wed, Fri
Pension/Dev.-II/ABC/ All E.G. Sections/COE Unit/Code /ASW/ Special Cell/Sports Council/ Accounts-I/II/Audit Cell/NSS	Tue, Thu, Fri
PIO/Type Pool & Issue Despatch/USIC/ e-Governance/ Diary Unit/Guest House/Health Centre	Open on all days with roster staff arrangement by the Controlling Officer.
PGCO/HRDC/Central Library /PEC- DDCE /SUIIT/Principal, L.R. Law college/ Principal, JVHSS	The Controlling Officer will issue separate office order for smooth running of their respective units.

Staff those who are working in Establishment, Bill, Fund, ABC, Act-I-II etc and staying in the campus also will work on Saturdays on roster basis. Controlling Officers to decide on the roster arrangement on Saturday and the list of employees may be provided to the office of the Vice Chancellor .

Memo No. 2454 /Estt.I Dt. 16/04/2021
Copy forwarded for information and necessary action to:

Vice Chancellor 16/04/2021

1. Chairman, P.G. Council.
2. All Heads of P.G. Departments.
3. All Officers/All Section Officers for information of all the staff.
4. Director, HRDC/ DDCE-PEC/ SUIIT/ Principal, L.R. Law College, Sambalpur / Principal, JVHSS.
5. Secretary to Vice-Chancellor / P.A. to Registrar.
6. Director, e-Governance with a request to upload the same in the University website.

Vice Chancellor 16/04/2021