



No. 108/Estt.-I/R

Date 03.06.2021

OFFICE ORDER

In pursuance of the Order No.14723 /GEN Dt.01.06.2021 of General Administration and P.G. Department, 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 30% of employees attending/duty wherever possible due to restriction imposed relating to Covid-19. This order will be effective from 04.06.2021 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/ COE	Mon, Wed, Fri
Director, CDC/ Deputy Registrar, /Development Officer/Accounts Officer/Asst. Engineer/ Jr. Engineer(Civil)/Placement Officer Office of the Vice Chancellor	Mon, Tue, Wed, Thu, Fri
Office of the Registrar	Mon, Tue, Wed, Thu, Fri
ACOE/ Administrative Officer/PEO/ Jr. Engineer Electrical)	Tue, Thu, Fri (One of the ACOEs will work on Mon, Wed, Fri and another will work on Tue, Thu, Fri)
Estt.I/II/III/ Bill/ /Funds/ Pension/ All E.C. Sections/ Computer Centre/ Dev.-I/ Store/Estate & Maint.	Mon, Wed, Fri
Dev.-II/ABC/ All E.G. Sections/COE Unit/Code /ASW/ Special Cell/Sports Council/ Accounts-I/II/Audit Cell/NSS/ Legal Cell/ Syndicate/ Academic-I/II	Tue, Fri
PIO/Type Pool & Issue Despatch/USIC/ Cash 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.


Registrar

Memo No.109 /Estt.-I/R Dt.03.06.2021

Copy forwarded for information and necessary action to:

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.


Registrar