

No. 2798.../Estt.-I

Date: 18/6/2021

**OFFICE ORDER**

In pursuance of the Order No.15668/GEN Dt.17.06.2021 of General Administration and Public Grievance Department, Government of Odisha, it is for information of all concerned that the office of the Samabalpur 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 21.06.2021 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/Deputy Registrar/ Director, CDC/D.O	Mon, Tue, Wed, Thus, Fri
A.O/A.E./J.E/PEO/Placement Officer /AR(Adm)/Administrative Officer/ACOE/ System incharge, e-Gov nodal center	Mon, Tue, Wed, Thus, Fri
Office of Vice-Chancellor & Registrar/ COE /COF Units	Mon, Tue, Wed, Thus, Fri
<b>Estt-I/II/III/Bill/Cash/Fund/All EC Sections/Legal/Computer Centre/Syndicate/Acd-I &amp; II/Dev-I/Store &amp; Purchase/Estate &amp; Maint.</b>	Mon, Wed, Fri
Pension/Dev-II/ABC/All EG Sections/Code/ASW/Special Cell/Sports Council/Accounts-I & II/Audit Cell/NSS	Tue, Wed, Fri
PIO/Type Pool & Issue Despatch/USIC/Dairy 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, SBP/Principal, JVHSS	The Controlling Officer will issue separate office order for smooth running of their respective units.

By Order of Vice-Chancellor

No. 2799.../Estt.-I

Date: 18/6/2021

Registrar 18/6/21

**Copy forwarded for information and necessary action to :-**

1. **Chairman, P. G. Council, S.U**
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, SBP/  
Principal, JVHSS**
5. **Secy. to V.C/ PA to Registrar.**
6. **Director, e-Governance with a request to upload the same in the University website.**

Registrar 18/6/21

*Draft Attached*  
18/06/2021