



SAMBALPUR UNIVERSITY  
Jyoti Vihar-768019, Dist-Sambalpur, Odisha  
(Accredited 'A' Grade by NAAC)

No. 8986 /Estt.-I

Date: 26/11/2021

**OFFICE ORDER**

During the surprise inspection, it has been observed by the Vice-Chancellor that some staff after coming to the University do not sit on their seats and keep on moving. It is not desirable and any staff found missing from the seat during office hour i.e, from 10.00am to 05.00pm except during lunch hour from 01.00pm to 02.00pm, will be put to desirable punishment.

All staff of the University should adhere to the timing so that the office work is not hampered.

Biometric attendance is mandatory.

Memo No. 8987 /Estt.-I

Registrar 26/11/21  
Date: 26/11/2021

Copy forwarded for information and necessary action to:

1. Chairman, P. G. Council, Sambalpur University with a request to circulate this office order among All H.O.Ds/ Warden P.G. Hostels/ All Hostels Superintendents, Sambalpur University.
2. Comptroller of Finance/Controller of Examination, Sambalpur University.
3. Director, CDC / UGCHRDC /SUIIT / DDEC / PEC, Sambalpur University.
4. Dy. Director, e-Gov, SU with request to upload this office order in our University website.
5. All Officers/Secretary to V.C/PA to Registrar, Sambalpur University.
6. The Principal, L.R. Law College, Sambalpur/ Jyoti Vihar Junior College/ Head Master Jyoti Vihar High School, SU.
7. Two spare copies to Estt-I section.

Registrar 26/11/21