



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসর প্রদ্যুৎ কুমার পাল

নিয়ামক(ভারপ্রাপ্ত)

Prof. Prodyut Kumar Paul

Registrar (Acting)

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Ref. No. 19 /UBKV/Est.

Date: 19.04.2021

## MEMORANDUM

In compliance with the advisory issued by Additional Chief Secretary, Home and Hill Affairs Department, GoWB vide no. 715 -Home (Cons)/RIM(Cons)-92/2021 dated 17<sup>th</sup> April, 2021, it is hereby notified that the staff attendance in any establishments /departments /units under this Viswavidyalaya, where it is not possible to maintain a sitting arrangement as stipulated under Finance Department's Memo No. 1912 -F(H) dated 9<sup>th</sup> June, 2020, shall not exceed 50% on any given day. In all such circumstances, the employees will attend office on a rotational basis as may be decided by the Head of the respective establishments / departments / units. The remaining 50% of the employees in any given date shall perform their duty in work-from-home mode. All essential services including security arrangement and farm operations shall be operative as usual.

In this regard, it is to further reiterate that the instruction on station leave as notified vide no. 14/UBKV/Est. dated 13<sup>th</sup> April, 2021; shall strictly be followed. Employees who are already on station leave are instructed to operate on work-from-home mode for seven days after returning to the station and follow the above notification before joining duty physically.

The above shall remain in force till further order in this regard.

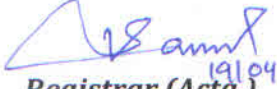
Sd/-

Registrar (Actg.)

Ref. No. 19 /UBKV/Est. Date: 19.04.2021

Copy forwarded for information & necessary action to:

1) The Dean, Post Graduate Studies, UBKV 2) The Dean, Faculty of Agriculture, UBKV 3) The Dean, Faculty of Horticulture, UBKV 4) The Dean, Faculty of Technology, UBKV 5) The Dean, Student's Welfare, UBKV 6) The Director of Research, UBKV 7) The Director of Extension Education, UBKV 8) The Director of Farms, UBKV 9) The Deputy Registrar, UBKV 10) The Associate Dean, COA, Majhian, Dakshin Dinajpur 11) The Head, Dept. of Agricultural Economics/ Agricultural Entomology/ Agricultural Extension/ Agricultural Statistics/ Agronomy/ Biochemistry/ Genetics and Plant Breeding/ Plant Pathology/ Seed Science and Technology/ Soil Science and Agricultural Chemistry, F/Agriculture, UBKV 12) The Head Dept. of Floriculture Medicinal & Aromatics Plant / Forestry / Plantation Crops & Processing / Pomology & Post Harvest Technology / Vegetables & Spices Crops, F/Horticulture, UBKV 13) The A.D.F. (Ag.) & A.D.F. (Hort.), UBKV 14) The Resident Superintendent Cum NSS Coordinator, UBKV 15) The Comptroller (Actg.), UBKV 16) The University Engineer(Actg.), UBKV 17) The Asst. Medical Officer, UBKV 18) The In-Charge, Central Library, UBKV 19) The Instrumentation Engineer, UBKV 20) The Nodal Officer, ICAR, UBKV 21) The In-Charge, RRS, Terai Zone, UBKV 22) The Senior Scientist & Head of K.V.K., Cooch Behar/ Dakshin Dinajpur/Uttar Dinajpur/Malda/Darjeeling, 23) The Assistant Engineer (Elect.), UBKV 24) The V.C.'s secretariat, UBKV 25) The Care Taker, UBKV 26) The Office Superintendent-I/II 27) The Central Store Section, UBKV 28) The In-Charge, RRS, Old Alluvial Zone, Majhian, D. Dinajpur 29) The In-Charge, RRS, Hill Zone, Kalimpong 30) The In-Charge, RRSS, Kharibari, Darjeeling 31) The In-Charge, RRSS, Mathurapur, Manikchak, Malda 32) The Development Officer, UBKV 33) Notice Board of all offices 34) University Website 35) Camp Office 36) Vehicle Section 37) Office Copy.

  
Registrar (Actg.)  
19/04/2021