



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)

ফোন/Phone: 7001363247

ফেক্স/Fax : 03582-270143

ইমেল/E-mail: registrar@ubkv.ac.in

registrarubkv@gmail.com

ওয়েবসাইট/Website: www.ubkv.ac.in

Ref. No. **14** /UBKV/Est.

Date: 13.04.2021

NOTIFICATION

In the wake of 2nd wave of COVID-19 infection and in continuation of notice no. 465/UBKV/Est.(L.S.-176) dated 08.10.2020, it is to notify to all concerned that the prayer for station leave shall not be entertained unless it is extremely urgent like medical emergency, bereavement in family, participation in electoral process etc. In all such cases prayer for station leave is to be addressed to the Registrar with appropriate evidence.

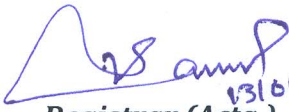
The modified office directives and station leave is attached herewith for strict compliance with immediate effect.

Sd/-
Registrar (Actg.)

Ref. No. **14** /UBKV/Est. Date: 13.04.2021

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 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 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 Developemnt Officer, UBKV 33) Notice Board of all offices 34) University Website 35) Office Copy.


13/04/2021
Registrar (Actg.)

Office Directives on quarantine requirement/leave and station leave

Situation	Responsibility of employee		Status	Office directives	Requirement of Leave	Joining formalities
Employee or his/her family member having fever and/or COVID-19 like symptom	Immediately inform respective controlling officer over email/text or Whatsapp message.**	1. Get COVID test done immediately for the sick person	a. If tested positive	Shall not come to office for 14 days or till such date of negative report and/or medically fit certificate, whichever is later	No leave application required. However, any absence beyond this period shall be treated as leave	Joining letter must be appended with COVID test report certified by University Medical officer
			b. If tested negative	Shall come to office from next day of report date	No leave application required. However, any absence beyond this period shall be treated as leave	Joining letter must be appended with COVID test report certified by University Medical officer
		2. Does not opt for COVID test		Shall not come to office for 14 days from the date of information to controlling officer	Entire period of absence shall be treated as leave	Joining letter must be certified by University Medical officer
Employee leaving station on official duty/vacation / leave	1. Obtain permission for station leave 2. Report his/her controlling officer on his/her return to station over email/text or Whatsapp message	1. Get COVID test done for the employee on return immediately	a. If tested positive	Shall not come to office for 14 days or till such date of negative report and/or medically fit certificate, whichever is later	No leave application required. However, any absence beyond this period shall be treated as leave	Joining letter must be appended with COVID test report certified by University Medical officer
			b. If tested negative	Shall come to office from next day of report date	No leave application required. However, any absence beyond this period shall be treated as leave	Joining letter must be appended with COVID test report certified by University Medical officer
		2. Does not opt for COVID test	Feel healthy without any COVID related symptom	Shall not come to office for 7 days from the date of his/her return to station	Entire period of absence shall be treated as leave	Joining letter must be certified by University Medical officer

****Non-disclosure of information on sickness by any employee is against the larger interest of the University and shall be dealt seriously**

[Signature]
13/04/2021