



OFFICE ORDER

Dated: 23rd March, 2020

In pursuance of the General Administration Department (GAD), Government of Assam, Order No. CAG (B).122/2020/3, dated, the 21st March 2020 and Ministry of Human Resource Development, Government of India, D.O. No. Secy (HE)/MHRD/2020, dated, the 21st March, 2020, as precautionary measures to curtail the spread of COVID19, the University employee shall adhere to the following working rules and conditions with immediate effect till March 31st, 2020.

1. In each Administrative Section and Teaching Department, 50% of employee in the cadre of Grade-II, Grade-III and Grade-IV shall attend office and their duties on alternate days. The Heads of the Section and Departments shall submit the proposed roster for implementation by March 23, 2020, otherwise roster shall be prepared and issued by the Administration.
2. Only 50% of Officers of the University shall attend office and their duties on alternate days as per roster prepared by the Administration. On the alternate days of Physical absence, the officers shall work from home to complete pending works and take up new assignments by the Administration. On the days of Physical absence from the University the officers shall be available on skye, email and phone from 9.30 am to 5 pm.
3. Only 50% of Faculties shall attend office and their duties on alternate days, Head of Departments shall submit this roster for implementation by March 23, 2020, otherwise roster shall be issued by the Administration. On alternate days of Physical absence, the faculties shall work from home to write paper, develop research proposals, to prepare study materials, to conduct online test/examinations, to develop new syllabi of new courses, and to complete pending works. Documentary evidence of works done from home are to be submitted to Academic Registrar through HoDs. On the days of Physical absence from the University, the Officers shall be available on Skype, email and phone from 9.30 am to 5pm.
4. Faculties, Officers and Staff from nearby localities are advised to avoid public transport.
5. Faculties, Officers and Staff from other districts are advised to avoid peak hours travel by public transport and their working hours in the University shall be 11 am to 4pm.
6. All employees are advised to wash hands with soaps in the wash room in Administrative Building or their respective Sections/Departments.
7. Electronic mode of communication shall be adopted as much as possible.
8. Notwithstanding this order any employee of the University shall be call for emergency duty anytime and any day.

This is issued with the approval of the Hon'ble Vice Chancellor of B.U.

Registrar
Bodoland University

REGISTRAR
Bodoland University
Kokrajhar-783370
Assam

Registrar
Bodoland University

Copy for information to:

1. PS to the Vice-Chancellor, Bodoland University
2. All Deans/HoDs.....
3. All Officers/Establishment.....
4. All concerned