

No. 0160 /Estt.-IDate: 07.01.2022**OFFICE ORDER**

In pursuance of the order No.64/R&DM(DM) dated.05.01.2022 of Special Relief Commissioner, Govt. of Odisha and Order no.503/GEN dtd.06.01.2022 of GA & PG Dept. Government of Odisha, it is for information of all concern that the office of the Sambalpur University shall function with 50% strength of employees, **till 31<sup>st</sup> January, 2022. The officers of the University shall attend office on all working days. The Section Officers of the University should attend the office at least 04 days in a week.** The Sectional Heads are requested to divide their staffs accordingly so that the work of the section should not hamper.

In case of detection of any COVID cases among the office employees, the concerned Sectional Heads will follow the protocol issued by the Government vide Letter No.17290/Gen dated.23.07.2020 with due approval of the Vice-Chancellor.

The employees, who are not assigned duty on roster, should work from home. The employees are required to keep their mobile phone switched on and they must be available to attend any office work of urgent nature at short notice. During the period no employees are allowed to leave the Headquarter without the prior permission of the Authority.

By order of Vice-Chancellor

Registrar

Memo No. 0161 /Estt.-IDate: 07.01.2022

Copy forwarded for information and necessary action to:

1. Chairman P.G. Council, S.U. The Chairman is requested to issue separate office order for smooth running of the P.G. Departments.
2. Director HRDC/ CDOE/ PEC/ SUIIT/ IQSC/ SRIC, S.U. They are requested to issue separate office order for smooth running of their respective units.
3. Librarian (I/C), Prof. B. Behera, Central Library, S.U. He is requested to issue separate office order for smooth running of Central Library, S.U.
4. Secretary to VC/ All Officers, S.U. They are requested to decide the manner of selection of employees who will attend the office and intimate it to the undersigned by today 04 PM positively through Email to [registrar@suniv.ac.in](mailto:registrar@suniv.ac.in) and [soestt1@suniv.ac.in](mailto:soestt1@suniv.ac.in) so that an office order shall issue to this effect.
5. Secretary to VC for kind approval of the Vice-Chancellor, S.U.
6. Director of e-Gov is requested to upload the same in University Website.

Registrar