



OFFICE OF THE REGISTRAR

Ref. No: F86.V3/REG/0762-21

Date: 06.05.2021



URGENT NOTIFICATION

As directed by the Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University and in reference to the notification issued by the Government of West Bengal vide G.O. No. **629-ISS/2M-22/2020 dated 05.05.2021** in connection with the recent surge of COVID-19, it is hereby notified for information of all concerned that all Administrative & Academic Departments of the University will remain open with 50% of total strength of the Employees.

All Head of the Administrative Offices, Heads of Academic Departments are requested to prepare duty roster according to above guidelines, mentioning the dates of their opening of Sections / Departments. They are also requested to submit it to the undersigned through mail (registrar@cbpbu.ac.in) at an earliest.

For smooth functioning of administrative and academic work, all are requested to abide by the followings:

- 1. All are requested to ensure maintenance the roster prepared by the Section Heads/ Heads of the Departments for the service to all stakeholders.**
- 2. The emergency services like security/ electrical and general maintenances/ sweeping services will remain open as usual practice for all days.**
- 3. All the staff members are requested to follow strictly personal protective norms (mask and hand sanitization) during pandemic COVID – 19.**
- 4. Research scholars and others are not allowed in the University campuses without exigencies. Permission from the Registrar duly forwarded by the Supervisor / HoD is required in that case, except for the Research Scholars who are already executing their Research Works from long ago.**
- 5. Campus sanitization be done to all parts at least twice a week.**

This arrangement will be continued till further notice. Cooperation from all is earnestly solicited


Registrar



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

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In communication to:

1. The Hon'ble Vice Chancellor, Cooch Behar Panchanan Barma University.
2. The Dean, Faculty of Post-Graduate Studies in Arts, Fine Arts, Performing Art and traditional Art Forms, Cooch Behar Panchanan Barma University.
3. The Dean, Faculty of Post-Graduate Studies in Science, Technology and Vocational Studies, Cooch Behar Panchanan Barma University.
4. The Finance Officer, Cooch Behar Panchanan Barma University.
5. The Controller of Examination, Cooch Behar Panchanan Barma University.
6. The Inspector of College, Cooch Behar Panchanan Barma University.
7. The Development Officer, Cooch Behar Panchanan Barma University.
8. The Audit & Accounts Officer, Cooch Behar Panchanan Barma University.
9. The Assistant Registrar, Cooch Behar Panchanan Barma University.
10. The Assistant Controller of Examination, Cooch Behar Panchanan Barma University.
11. The System Administrator, Cooch Behar Panchanan Barma University.
12. The Assistant Librarian, Cooch Behar Panchanan Barma University.
13. The Head/ Co-ordinator with all Faculty Members, All the Departments, Cooch Behar Panchanan Barma University.
14. All the Non-Teaching Staff, All the Administrative Departments, Cooch Behar Panchanan Barma University.
15. Kolkata Camp Office, Cooch Behar Panchanan Barma University.
16. University Notice Board, Cooch Behar Panchanan Barma University.
17. Dr Avijit Datta, System Administrator, Cooch Behar Panchanan Barma University, to upload the notice in the University Website.
18. Guard File.


Registrar

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Cooch Behar Panchanan Barma University