



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

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Website: www.asiaticsocietykolkata.org



Ref No: 30

Date : 20.03.2020

NOTIFICATION

In view of the evolving situation on the spread of Novel Corona Virus (Covid-19) in India and in compliance with the advisory issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievance and Pensions, Government of India, (Ref. No. 11013/9/2014-Estt (A-III), dated 19 March 2020) in this regard, it has been decided that :

- i) All Sectional Heads of the Society may ensure that 50% of Group B and C employees are required to attend office every day, and the remaining 50% staff should be instructed to work from home. All Sectional Heads are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, Sectional Heads are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the office.
- ii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
- iii) These orders shall be applicable with immediate effect and will remain in force till 4th April 2020.

3/20/2020

X 

S B Chakrabarti
General Secretary

S. B. Chakrabarti
General Secretary

Copy to:

1. All Sectional Heads for necessary compliance
2. Notice Board
3. Website