

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY
PUSA, SAMASTIPUR-848 125, BIHAR

No. 17 /Regr/RPCAU, Pusa, the 6th April, 2021

OFFICE MEMORANDUM

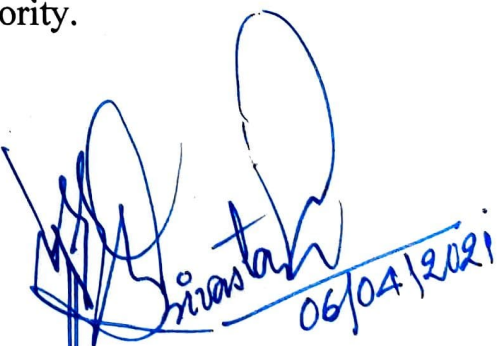
Looking into the measures for Covid situation and also in general for the safety purpose it is decided that **all the entrance gate viz. of Main entrance, Parking Gate, small channel gate through PNB Bank will remain closed from 10.15 AM to 1.30 PM and 2.30 PM to 5.00 PM.**

Accordingly, the office timing must be maintained and observed by all the Administrative, teaching and non-teaching staff of the office. Similarly, this timing must be observed by the respective controlling officers of SRI, APRI, Farms etc., and pertaining to the labourers working at above offices, the timing may be regulated as per need and requirement of the activities.

All the Centres and KVKs under RPCAU must maintain the timing as mentioned above.

It is to clarify that on any exigencies to go out, of any premises, all the officials are advised to take a written permission from his/her Controlling Officer and use the main gate for going out and coming in after finishing the job. He/she should ensure to write on the movement register of his department and at the main gate of his/her working premises.

This issues with the approval of the Competent Authority.


(P. P. Srivastava)
Registrar

Copy for information and necessary action to:

- 1 Hon'ble Vice-Chancellor, RPCAU, Pusa through Secretary.
- 2 All Deans/Directors/Comptroller, RPCAU, Pusa for onward wide circulation among the staff for non-failure compliance.
- 3 All Officer-in-Charges of the respective units, RPCAU, Pusa
- 4 Dy. Registrar, Establishment/Academics/Recruitment, RPCAU, Pusa
- 5 ARIS Cell, RPCAU, Pusa for uploading this on all notice board and university website also.