

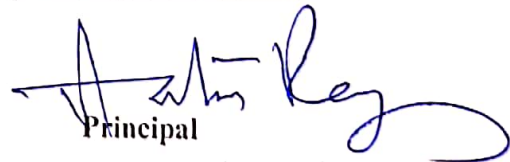


Memo no.: 395-P/2020

Date:18.03.2020

Sub: Communication to combat spread of Novel Corona Virus (COVID-19)

1. In continuation to this office earlier communication vide No.394-P/2020 Dated on 17.03.2020, Department of Higher Education office order No.07-Pr.Secy-HED/2020 dated on 17.03.2020, MAKAUT notice ref no.25/4800 dated 18.03.2020 and Finance Dept. Memo no.1307-F(P2) dated 18th March,2020, all concerned are requested to strictly follow the measure to combat spread of Novel corona virus(COVID-19).
2. The college will remain closed till 15th April,2020. All administrative staffs are requested to take care of the salary, pension, other statutory payment and bills scheduled to be submitted before 31st March and emergency services from the safe location.
3. No visitors will be allowed inside the campus/administrative building.
4. Staff members are requested to avoid travelling from long distance; if necessary they can provide services from safe location/home.
5. All stakeholders are requested to strictly follow the Govt. of West Bengal guidelines to combat spread of Novel Corona Virus (COVID-19).
6. Those who are feeling sick and having the symptoms like cough and fever are advised not to come to the office, if necessary consult with Doctor.


Principal

Copy to:

1. Director of Technical Education
2. All Heads/Section incharge
3. Registrar
4. Controller of Examination
6. Accounts Officer
7. Office Superintendent

Prof. (Dr.) Amitava Ray
Principal
Jalpaiguri Govt. Engineering College
Jalpaiguri-735102