



# THE ASIATIC SOCIETY

Founded in 1784

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

&

(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: 024

Dated: 16.04.2021

## NOTIFICATION

In compliance of Ministry of Culture's Office Memorandum No F. No H-13011/5/2020-Esst dated 15<sup>th</sup> April, 2021 regarding 'Preventive measures to be taken to contain the spread of Corona virus (COVID-19)-Attendance,' the office of the Asiatic Society, Kolkata shall be functional with immediate effect with officers at the level of Deputy Secretary [i. e. Pay Matrix Level 12] and above to the extent of 100% strength. Remaining officers and staff members of the Society are required to attend office on every alternate day for which day wise Roster shall be prepared by the Sectional Heads/ Section Officers in consultation with Librarian/ Controller of Finance / Administrative Officer of the Society. While preparing the Roster, it should be ensured that the employees who attend office observe staggered timings, as specified.

2. Those employees who are not required to attend office on a particular day shall work from home and should be available at all times on mobile phone and electronic means of communications. However, if it comes to the notice, that officer/official has failed to work from home; leave from that day will be debited upon recommendation from concerned Sectional Heads/Section Officers. Further, the Sectional Heads/Section Officers, if required, may call for physical attendance of any of the categories of staff members working in their section.

3. All officials who attend office shall strictly follow COVID appropriate behaviour including wearing of masks, physical distancing, use of sanitizer and frequent hand washing with soap and water.

4. Employees who are symptomatic or whose family members have been tested COVID +ve are required to follow applicable COVID protocol of self isolation/quarantine and testing. The same should timely be informed to the Administrative Section of the Society.

5. This Notification shall be in force till 30<sup>th</sup> April, 2021 or until further orders.

6. This issues with the approval of the Competent Authority of the Asiatic Society, Kolkata

Arupratan Bagchi 16/04/2021  
[Arupratan Bagchi]

Administrative Officer

Enclosures: As stated above

Distribution:

1. Librarian /Controller of Finance/All Sectional Heads
2. Notice Board
3. Website of the Society [System Engineer]