



# 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)

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Website: [www.asiaticsocietykolkata.org](http://www.asiaticsocietykolkata.org)



**Ref. No: 037**

**Dated: 15.06.2021**

## NOTICE

In compliance of Government of West Bengal's Order No 753-ISS/2M-22/2020 dated 14.06.2021 regarding continuation of the existing restriction measures for management of COVID 19 pandemic, the office of the Asiatic Society, Kolkata including its Library and Museum shall remain open w.e.f. 16<sup>th</sup> June, 2021 with 25% of staff strength.

2. The Sectional Heads/ Section Officers in consultation with Librarian/ Controller of Finance / Administrative Officer of the Society shall prepare day wise Roster as per functional requirement of their sections .

3. Those employees who are not required to attend office as per the Roster shall work from home and should be available at all times on mobile phone and/or other electronic means of communications. Further, the Sectional Heads/Section Officers, if required, may intimate a staff member working in their section for their attendance on a particular day as per the need of work.

4. 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.

5. The above mentioned arrangements shall be in force till 30<sup>th</sup> June, 2021 or until further orders, whichever is earlier.

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

[Arupratan Bagchi]

Administrative Officer

Distribution through Web Notification /email/WhatsApp:

1. Hon'ble Office Bearers and other members of the Council of the Asiatic Society
2. Under Secretary [A&A Section], Ministry of Culture, Govt of India
3. Librarian
4. Controller of Finance
5. All Sectional Heads with a request that the content of the Notice may be brought to the notice of all staff members working in their section
6. Notice/Circular File
7. Website of the Society