



Office of the Registrar

Shaheed Benazir Bhutto University

Sheringal, Dir Upper, Khyber Pakhtunkhwa Pakistan

Office: 092-944-885529 Fax : 092-944-885805 Email: registrarsbbu@gmail.com


Ref. No:SBBU/Add.Reg/20-141

Date: 03-07-2020

Notification

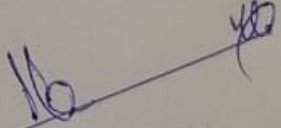
Attendance of workplace by All class IV staff.

1. It has been observed with concern that the instructions issued with regard to attendance of workplace during COVID- 19 are not properly construed / followed. Resultantly the cleanliness/ sanitation works, gardening, receipt and issue of DAK work in the offices are totally hampered. To run the affairs smoothly, it is intimated that all class IV staff of SBBU while adhering to the protocol shall attend their work place with immediate effect on regular basis.
2. All HoDs shall ensure and maintain manual attendance register in respect of their class IV. Any discrepancy absenteeism in this regard shall be timely reported to the Registrar office for further action.
3. Forwarded for strict compliance by all.
4. This is issued with the approval of the Competent Authority.


Additional Registrar

Copy for Information to:

1. Ps to Vice Chancellor
2. Ps to Registrar
3. Treasurer
4. Controller of Examination
5. Director Admin
6. All HoDs
7. Record file


Additional Registrar