



(Established by Govt. of Sindh under Sindh Act XIII of 2013)
Chaudhry Khaleeq-uz-Zaman Road, Near Lilly Bridge,
Clifton, Karachi, Pakistan. URL: www.szabul.edu.pk
Tel: +92-21-99206452, 99206453 Fax: +92-21-99206425

Ref. No. SZABUL/R.O/20/3272

Dated: 14.09.2020

NOTIFICATION

In pursuance of Notification issued by Universities and Boards Department, Govt. of Sindh, vide Notification No. SO(U)U&B/Misc./23-160/2020 dated: 14th September, 2020, All Teaching & Non-Teaching employees of the University are hereby informed that the flexible office timings have been reverted from 17th September, 2020 and the following office timings shall be observed in letter & spirit ;

- Office Timings : 9:00 am to 5:00 pm
- Lunch and Prayer Timings : 1:00 pm to 2:00 pm
- Lunch and Prayer Timings : 1:00 pm to 2:30 pm (Friday Only)

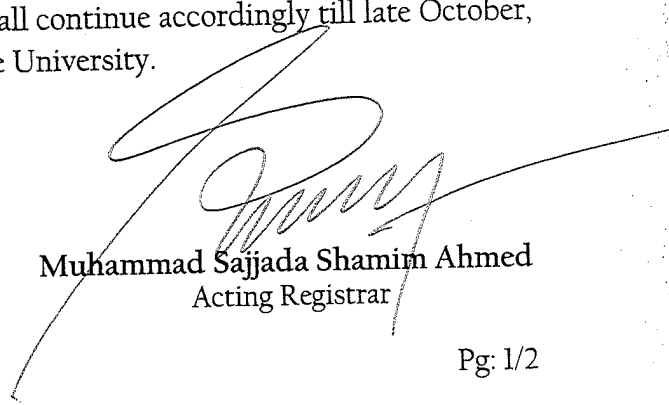
Furthermore, all employees must adopt the following SoPs of Govt. of Sindh and Govt. of Pakistan;

- Must wear the mask at all time in the campus.
- Crowding shall be avoided strictly, must keep a distance of 6 Feet and adequate ventilation may be ensured at all times.
- Must perform hand hygiene frequently with soap and water or hand sanitizer,
- Cover your face while sneezing or coughing with flexed elbow or use a tissue, dispose the tissue immediately after use.
- Avoid spitting and touching your face, etc.
- No employee with fever, cough, flu, shortness of breath and body pain shall be allowed to enter into the university premises.

All employees are directed to adhere the above mentioned instructions otherwise explanation will be called or disciplinary action will be taken.

Note:

1. All scheduled classes of Spring Semester 2020 shall continue accordingly till late October, 2020, meanwhile students must avoid visiting the University.
2. No visitors are allowed without permission.


Muhammad Sajjada Shamim Ahmed
Acting Registrar



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All the concerned are requested to note the same and inform to quarters concerned please.

Copy to:

1. The Dean Faculty of Law, SZABUL, Karachi.
2. The Chairman Department of Law, SZABUL, Karachi (with request, same shall also be circulated among permanent Faculty Members).
3. The Co-Chairman Department of Law, SZABUL, Karachi.
4. The Director Finance, SZABUL, Karachi.
5. The Director (ORIC), SZABUL, Karachi.
6. The Director (QEC), SZABUL, Karachi.
7. The Director Admission, SZABUL, Karachi.
8. The Additional Registrar, SZABUL, Karachi.
9. The Additional Director Finance, SZABUL, Karachi.
10. The Dy. Controller of Examination, SZABUL, Karachi.
11. The Dy. Registrar, SZABUL, Karachi.
12. The Manager I.T (Senior Scale), SZABUL, Karachi.
13. The Secretary/P.A to Worthy Vice Chancellor, SZABUL, Karachi.
14. The Security Officer, SZABUL, Karachi.
15. All Assistant Registrar/Office Superintendents, SZABUL, Karachi.
16. The PRO, SZABUL, Karachi.
17. The Superintendent, VC Secretariat, SZABUL, Karachi.
18. P.S to Acting Registrar, SZABUL, Karachi.
19. University Notice Board & Website
20. Office Record File.

Muhammad Sajjada Shamim Ahmed
Acting Registrar
Dated: 14.09.2020

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