



**ADMINISTRATION**

**ORDER**

No. 01/Corona (Covid-19)/Misc./2021-2022

January 31, 2022

**Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding**

**Reference:** Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Office Memorandum F. No.11013/9/2014-Estt.A-III dated 03.01.2022.

In Compliance of the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Office Memorandum No. 11013/9/2014-Estt.A-III dated 31.01.2022 and in continuation of the University orderNo. 01/Corona (Covid-19)/Misc./2021-2022dated 05.01.2022 and its clarification dated 06.01.2022, in view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of University officials has been reviewed and it has been decided as under, **with immediate effect till February 28, 2022 :-**

1. All officers of the level of Section Officer/equivalent grade and above are required to attend their offices on regular basis.However, the officials below the rank of Section Officer of various Schools/Centres/Departments of the University shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. For regulating the attendance of staff, all the department heads prepare rosters so as to ensure that required numbers of staff attend office every day.
2. Persons with disabilities and pregnant woman employees shall be exempted from attending office but are required to work from home.
3. The officer/staff shall follow staggered timings, to avoid over-crowding in offices as indicated below:-
  - (a) 9.00 A.M. to 5:30 P.M
  - (b) 10.00 A.M. to 6.30 P.M.
4. All other staff who is not attending the office on a particular day shall work from home and should be available on telephone and other electronic means of communication and are required to be readily available if their services are required in the office.
5. The employees who are residing in Containment Zones notified by Competent Authority should take permission from Registrar of the University to work from home until the containment zone is de-notified. They should produce the containment zone order copy from the Competent Authority. Further it shall be responsibility of concern official to report back to the office, immediate after containment zone is de-notified. If any employee and his/her family members test positive or are under home isolation/home quarantine they should inform the Administration/Security with supporting documents.
6. Only asymptomatic officers/officials shall be allowed to attend the office. Anyone with mild cold/cough or fever needs to stay at home and should apply for suitable leaves.

7. Meeting, as far as possible, shall be conducted on video-conferencing and personal meeting with visitors, unless absolutely necessary in public interest, are to be avoided.
8. Bio- metric attendance shall continue to be suspended until further orders. Department head of the respective branches may ensure physical marking of attendance in attendance register.
9. Efforts should be made to move the file electronically to the extent possible.
10. All officers/officials have to ensure strict compliance with Covid-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
11. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. Head of Departments may also ensure non-crowding in corridors, canteens etc.
12. The Controlling officer should ensure that staff called for duty to work has left the Campus without meeting any one and are advised to strictly follow the precautionary measure as issued by GOI/MHA/MoH&FW/Dop&T/DDMA/University from time to time.
13. In case of any symptoms during the office hour like cough, fever & difficulty in breathing and any kind of emergency please contact:  
**University Health Centre:** 011-26741636, 011-26704766 and 011-26704700 (09 PM to 08 AM)  
**Ambulance:** 9971728866 and 9971728877.

Any person found violating the aforesaid instructions, shall be proceeded against as per the provisions of section 51 to 60 of Disaster Management Act, 2005, Section 188 of IPC and other applicable laws.

This issues with the approval of the Competent Authority.

  
**(PROF. RAVIKESH)**  
**REGISTRAR**

Circulation:

1. All concerned
2. Librarian
3. Chief Medical Officer (SAG)
4. Chief Security Officer
5. Director, CIS – with the request to display the above circular at the University Website/e-office/other online platforms.