

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



ADMINISTRATION – SECTION / प्रशासन अनुभाग

सं./No. MANUU/Admn /F.102/2020-2021/ 1146

दिनांक: 18th June, 2021

OFFICE ORDER / कार्यालय आदेश

Sub/विषय *MANUU –Admn- Preventive measures to contain the spread of COVID 19 – Attendance of Central Government Officials- Office Orders -Reg.*

- Ref./ संदर्भ:
1. O.M. No. 11013/9/2014-Estt.A-III, dated: 14th June, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI
 2. O.M. No. 11013/9/2014-Estt.A-III, dated: 28th May, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI
 3. O.M. No. 11013/9/2014-Estt.A-III, dated: 6th May, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
 4. I/c Vice-Chancellor's approval dated: 16.06.2021

* * *

The DoPT, GOI vide Office Memorandums cited under reference, has issued the following instructions, guidelines for strict compliance for containment of COVID 19 in all the Central Govt. offices. Hence all the officials/employees shall strictly comply the guidelines as follows:

1. Physical attendance of the level of Group B and Group C employees is restricted to 50% of actual strength and the remaining 50% staff may be advised to work from home. The staff who did not attend the office at a particular day should be available on telephone and electronic communication at all times and may work from home. Deputy Registrars and equivalent and above categories and Assistant Registrars, are to attend the office on regular basis.
2. Persons with disabilities and pregnant women employees may be exempted from attending office, but shall continue to work from home, till further orders.
3. The Officers/staff shall follow staggered timings to avoid overcrowding in the offices/workplaces as decided by the Heads of Departments.



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4. All the Officers/staff residing in the containment zone shall be exempted from coming to offices till the containment Zone is denotified. These Officers/staff residing in Containment Zone should not come to office till it is declared as non-Containment Zone. These officers/staff may be exempted from attending office, but shall continue to work from home, and shall be available on telephone and electronic means of communication at all times.
5. All Officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
6. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
7. Meetings as far as possible to be conducted through video-and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
8. Proper cleaning and frequent sanitization of workplaces particularly of the frequent touched surfaces may be ensured.
9. Biometric attendance shall continue to be suspended until further orders.

These orders shall come into force with immediate effect and remain in force till 30.06.2021.

Registrar I/c

कुलसचिव

To

All Deans of Schools of Studies/ Heads of Departments/Directors of the Centres and Directorates/Principals/ Incharges / Central Library and Heads of Sections (Teaching and Non-Teaching) Headquarters and Satellite Campuses, Regional Centres, Sub-Regional Centres, DSW, Proctor & Incharge Security, Provost (Boys&Girls)

Copy to/ प्रतिलिपि

1. Offices of Vice-Chancellor / Registrar /FO
2. Director, CIT for uploading on University Website
3. Concerned file

North Block, New Delhi
Dated the 14th June, 2021

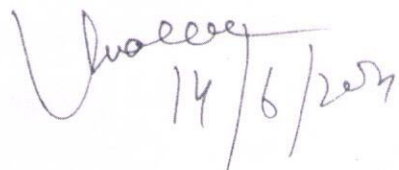
OFFICE MEMORANDUM

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

The undersigned is directed to refer this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

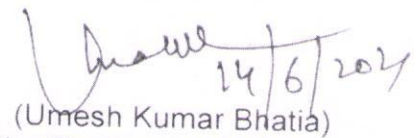
- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 9.30 AM to 6.00 PM
 - (c) 10.00 A.M. to 6.30 P.M.

Sd/- 15.6.21
JR, Admin.


14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff 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 and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A ppropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.