

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Re-Accredited "A" Grade by NAAC



Prof. Syed Alim Ashraf
Dean, Students' Welfare

No: MANUU/PURS/F.168/2021-22/ 1358

Date: 05.01.2022

NOTIFICATION

Sub: Advisory for Covid Appropriate Behaviour (CAB)-Notification Issued

Ref: 1. MANUU Orders for constitution of 'COVID-19 Pandemic Monitoring Task Force & Committee for Re-opening of University in a Phased Manner' dated 15.09.2021
2. The Minutes of the Thirteenth Meeting of the Committee held on 04.01.2022 and approval of the Competent Authority dated 05.01.2022 respectively.

It is to notify that, in view of OM issued on 03.01.2022 (order copy enclosed) by the Govt. of India, and in view of fast spread of the new Covid variant 'Omicron', the "COVID-19 Pandemic Monitoring Task Force & Committee for Re-opening of University in Phased Manner" recommended the following:

1. The students may opt to stay in the Campus or to go to their respective homes in the larger interest of their health and safety. Once, hostel is vacated, the students shall return only after resuming of offline classes as and when notified by the University.
2. Classes will be conducted online for all programmes/courses of MANUU (including off-campus institutions) from the next day of notification till further orders. However, all ITIs will follow the directives issued by Directorate of Employment and Training of the respective states.
3. Physical attendance of staff will be restricted upto 50% of actual strength of staff (below Under Secretary rank) and the remaining 50% shall work from home. A roster may be prepared by the respective Section/Department. However, all essential services/officials like Engineering Section, Health Centre, CIT, Estate & Transport, Hostel Staff etc., will continue with full strength.
4. The Heads of the respective Departments/Sections shall ensure the Covid appropriate behavior & follow instructions issued by Government of India vide OM No. F.NO.11013/9/2014-Estt.A-III dt, 3rd January 2022 and the guidelines issued by respective State Governments/UTs from time to time.
5. No rooms will be allotted in the University Guest House till further orders, except for university guests.
6. The security personnel will maintain separate record of visitors at the main gate and inform about any abnormal temperature/Covid related symptoms of visitors/students/staff to the Health Centre.
7. The Health Centre may submit a proposal to equip with the Covid related essential items/equipment required.
8. All the MANUU Off-Campus institutes (including RCs/SRCs) may procure the required Covid related items from the Imprest/by drawing advance. All the MANUU Off-Campus institutes shall strictly adhere to the guidelines of Covid issued by GoI and respective State Government/UTs from time to time and intimate the DSW accordingly.

'COVID-19 Pandemic Monitoring Task Force (PMTF) & Committee for Re-opening of University in Phased Manner (CRoUPM)'

Chairman

Copy to:

1. O/o The Hon'ble Vice Chancellor, O/o The Pro-Vice Chancellor, O/o The Registrar
2. All Deans of Schools/ All Principals/ In-charges of MANUU Off-Campuses, Provost Boys and Girls Hostels, Proctor
3. All Heads of the Departments/Sections.
4. University Librarian, Proctor, Directorate of Physical Education & Sports and Health Centre
5. Director I/c, CIT (with a request to upload on the University website).

Gachibowli, Hyderabad – 500 032, Telangana State, India

E-Mail: dsw@manuu.edu.in, Website: www.manuu.edu.in

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi

Dated the 3rd January, 2022.

OFFICE MEMORANDUM

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

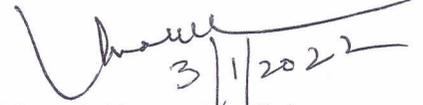
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27th December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31st January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (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) 10.00 A.M. to 6.30 P.M.
- (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 and working from home shall 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.
- (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-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.



(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. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.