

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.102/2020-2021/45

दिनांक: 5<sup>th</sup> January, 2022

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-IV, dated: 3<sup>rd</sup> January, 2022 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
  2. MHA orders No.40-3/2020-DM-I(A) GOI, Ministry of Home affairs dated 27<sup>th</sup> December, 2021.
  3. Vice-Chancellor's approval dated: 05.01.2022.

\* \* \*

In view of the initial signs of surge in the number of COVID-19 cases, as well as increased detection of the Variant of Concern (VoC) 'Omicron' in different parts of the country, the GOI vide Office Memorandums cited under reference, has issued the following instructions, guidelines for regulating the attendance of employees in all the Central Govt. offices. And the following has been decided upon till 31<sup>st</sup> January 2022.

- a. Physical attendance (below the level of Undersecretary) or the level of Assitant Registrars in Group A, and 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. Heads may regulate the attendance and direct more officials to attend office on administrative grounds. The Heads may prepare a roster of the officials/employees accordingly. 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, in Sections where they are Section Heads, are to attend the office on regular basis.
- b. The officers staff shall follow staggered timings to avoid over-crowding in offices, as indicated below:
  - (i) 9.00 A.M. to 5.30. P.M.
  - (ii) 10.00 A.M. to 6.30 P.M.



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- c. Officials/Employees staying residing in Containment Zone should not come to office till it is declared as non-Containment Zone.
- d. Persons with disabilities and pregnant women employees may be exempted from attending office, but shall continue to work from home, till further orders.
- e. 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.
- f. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- g. Meetings as far as possible to be conducted through video-Conferencing. Entry of Outsiders/visitors to be curtailed appropriately.
- h. Proper cleaning and frequent sanitization of workplaces particularly of the frequent touched surfaces may be ensured.
- i. These instructions shall not apply to the employees etc. engaged in essential /emergency services and those directly engaged in taking measures to control the spread of COVID-19, if any.

All the employees are to ensure compliance of instructions on COVID-appropriate behavior issued by the MHA, MoH&FW and DoP&T from time to time. These orders shall come into force with immediate effect and remain in force till 31.01.2022.

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

F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated the 3<sup>rd</sup> 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 27<sup>th</sup> December, 2021.

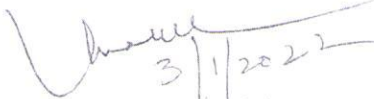
In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022 :-

- (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.

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05/01/2022

- (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.

  
3/1/2022

(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.

North Block, New Delhi-110001  
Dated 27<sup>th</sup> December, 2021

### ORDER

Whereas, an Order of even number dated 28<sup>th</sup> September 2021, was issued to ensure compliance with the containment measures for COVID-19, as conveyed *vide* Ministry of Health & Family Welfare (MoHFW) DO letter No. Z.28015/85/2021-DM Cell, dated 21<sup>st</sup> September, 2021, which was further extended for a period upto 31.12.2021 *vide* Order of even number, dated 30.11.2021;

And whereas, in view of the initial signs of surge in cases of COVID-19 as well as increased detection of the Variant of Concern (VoC), 'Omicron', in different parts of the country, MoHFW *vide* D.O. letter No. Z.28015/318/21-EMR, dated 21<sup>st</sup> December, 2021, has issued an advisory to all the States and Union Territories (UTs), prescribing a normative framework for taking evidence based containment measures at district/ local level;

Whereas, in exercise of the powers conferred under section 6(2)(i) of the Disaster Management Act, 2005 (DM Act), the National Disaster Management Authority (NDMA) has directed the undersigned to issue an Order, for containment of COVID-19 in the country;

Now, therefore, in exercise of the powers, conferred under Section 10(2)(1) of the DM Act, the undersigned, hereby directs the State/ UT Governments and State/ UT Authorities to consider implementation of the normative framework, as conveyed *vide* aforesaid MoHFW advisory, dated 21<sup>st</sup> December, 2021, as per **Annexure-I**, until 31.01.2022. States/ UTs will take necessary measures, under the relevant provisions of the DM Act. It is further directed that:

- (i) The National Directives for COVID-19 Management, as specified in **Annexure II**, shall continue to be strictly followed throughout the country.
- (ii) All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
- (iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Sections 51 to 60 of the DM Act, besides legal action under Section 188 of the IPC, and other legal provisions, as applicable.

  
27/12/2021  
Union Home Secretary

and, Chairperson, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

(As per list attached)