

मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी
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.102/2021-2022/ 56

दिनांक: 9 February, 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-III, dated: 6th February, 2022 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI
 2. O.M. No. 11013/9/2014-Estt.A-IV, dated: 31st January, 2022 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
 3. O.M. No. 11013/9/2014-Estt.A-IV, dated: 3rd January, 2022 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
 4. Vice-Chancellor's approval dated: 09/02/2022

* * *

In view of the decline in the number of COVID-19 cases, and positivity rate in different parts of the country, the GOI vide Office Memorandums cited under reference 1, and placed on University Website instructed that employees at all levels without any exemption shall attend the office on regular basis. This shall also be applicable for all MANUU Off campuses, otherwise notified by the respective State Government / Union Territory where the institute is located.

Further, all the employees are directed to ensure compliance of instructions on COVID-appropriate behavior issued by the MHA, MoH&FW and DoP&T, UGC and respective State Govt./Union Territories from time to time.

Registrar

कुलसचिव

9/02/2022

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

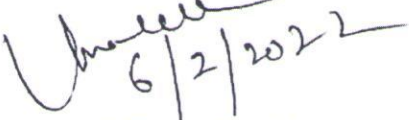
F. No. 11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi – 110001
Dated the 6th February, 2022

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 to this Department's OMs of even no. dated 03.01.2022 and 31.01.2022 on the above mentioned subject and to state that, in view of decline in the number of COVID cases and positivity rate, it has been decided that employees at all levels, without any exemption, shall attend office on regular basis with effect from 7th February, 2022. Heads of Department shall also ensure that employees wear masks at all times and continue to follow covid-appropriate behaviors strictly.


6/2/2022

(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

1. All the Ministries/ Department, Government of India
2. PMO/ Cabinet Secretariat
3. PS to Hon'ble MoS (PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Director, NIC, DoPT – for uploading

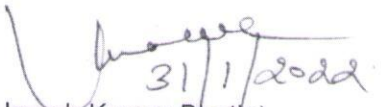
F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 31st January, 2022

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 to this Department's OM of even number dated the 3.1.2022 (copy enclosed) on the above-mentioned subject and to state that the instructions issued vide the said OM will remain in force upto 15th February, 2022 or till further orders, whichever is earlier.


31/1/2022
(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

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.

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 indicated 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.


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.