

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.102/2021-2022/54

दिनांक: 04<sup>th</sup> 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-IV, dated: 31<sup>st</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> January, 2022.
3. 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.
4. Vice-Chancellor's approval dated: 03.02.2022

\* \* \*

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, and placed on University Website has issued certain instructions, guidelines to be followed till 28<sup>th</sup> February, 2022.

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 concerned State Governments from time to time. These orders shall come into force with immediate effect and remain in force till 28<sup>th</sup> February, 2022.

Registrar

कुलसचिव

03/02/2022

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

Dated the 31 January, 2022.

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID19) - Attendance of Central Government officials regarding.

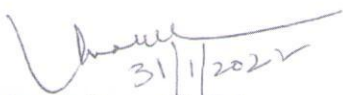
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27<sup>th</sup> Jan, 2022.

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 28<sup>th</sup> February, 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.

  
1/2/2022  
JA. Reg. (Admin)

S.O.  
P. Put up  
2/2/2022

Registrar's Office

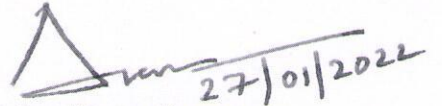


No. 40-3/2020-DM-I(A)  
Government of India  
Ministry of Home Affairs

North Block, New Delhi-110001  
Dated 27<sup>th</sup> January, 2022

**ORDER**

In exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned hereby directs that the Order of the Ministry of Home Affairs' of even number dated 27<sup>th</sup> December, 2021, to ensure compliance to the normative framework for taking evidence based COVID-19 containment measures at district/ local level, as conveyed vide Ministry of Health & Family Welfare (MoHFW) D.O. letter No. Z.28015/318/21-EMR, dated 21<sup>st</sup> December, 2021, will remain in force upto 28<sup>th</sup> February, 2022.

  
27/01/2022

**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)

**Copy to:**

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority

*Secy* 31-1-22  
*JR, Admin* 29/01/2022



Registrar's Office