

मौलाना आज़ाद 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.102/2020-2021/ 1137

दिनांक: 20<sup>th</sup> April, 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-IV, dated: 19<sup>th</sup> April, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
  2. O.M. No. 44011/2/2021-E-IV, dated: 16<sup>th</sup> April, 2021 issued by Dept. of Higher Education, Ministry of Education, GOI.
  3. Vice-Chancellor's approval dated: 20.04.2021.

\* \* \*

In view of the unprecedented rise in the number of COVID-19 cases, the 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:

- i. Physical attendance of 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.
- ii. Further, Heads of the Departments are also requested to ensure the scheme of staggered timings as per the referrence cited at 2.
- iii. Officials/Employees staying residing in Containment Zone should not come to office till it is declared as non-Containment Zone.



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- iv. Persons with disabilities and pregnant women employees may be exempted from attending office, but shall continue to work from home, till further orders.
- v. 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.
- vi. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- vii. Meetings as far as possible to be conducted through video-Conferencing.
- viii. Entry of Outsiders/visitors to be curtailed appropriately.
- ix. In compliance of the O.M.dated 06.04.2021 all employees of the age of 45 and above are advised to get themselves vaccinated.
- x. Proper cleaning and frequent sanitization of workplaces particularly of the frequent touched surfaces may be ensured.
- xi. 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 30.04.2021.

*Sd/- 20-4-21*  
**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 13<sup>th</sup> April, 2021

OFFICE MEMORANDUM

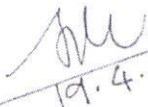
Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials-regarding

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government : -

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
  - 9.00 A.M. to 5.30. P.M.
  - 9.30 AM to 6.00 PM
  - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. 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.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

kiosk and parking areas is to be strictly avoided.

- i. Meetings, as far as possible, to be conducted through video-conferencing.
  - j. Entry of outsiders /visitors to be curtailed appropriately.
  - k. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
  - l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

  
19.4.2021  
(Sujata Chaturvedi)  
Additional Secretary to Govt. of India  
Tel 2309 4276

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.

F.No. 44011/2/2021-E-IV  
Government of India  
Ministry of Education  
Department of Higher Education  
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Shastri Bhawan, New Delhi  
Dated the 16<sup>th</sup> April, 2021.


**Subject: - Preventive measures to contain the spread of COVID-19-reg**

In view of the unprecedented surge of the COVID-19 cases, it is necessary to take the following measures/ steps to prevent its spread in workplaces.

- a. All Director/ Deputy Secretary (Divisional Heads) are requested to prepare a weekly roster to ensure that 50 percent of Group B and C employees may attend office every day, and the remaining 50 percent staff may be advised to work from home. It should also be ensured that attendance of at-least one person per section is maintained.
- b. With regard to Director/DS/US or equivalent Officers, a specific approval may be taken from the respective Bureau Head for work from home, if necessary.
- c. All officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
- d. Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - i. 9:00 AM to 5:30 PM
  - ii. 9:30 AM to 6:00 PM
  - iii. 10:00 AM to 6:30 PM
- e. These instructions shall not apply to the employees, etc. engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19, if any.
- f. These advisories would be applicable with immediate effect and will remain in force until further communication.

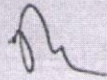
2. Accordingly, all Officers/Officials, working in both the departments of this ministry are requested to kindly take note of the above decision for the appropriate action.

Contd.../-



3 Similar practices may also be followed by the various Autonomous Bodies / PSUs under Ministry of Education.

4. This issue with the approval of the Competent Authority.



(M. K. Meena)

Deputy Secretary to the Govt. of India

To,

- I. PS to Hon'ble SM / PS to Hon'ble MoS
- II. PPS to Secretary (HE) / PPS to Secretary (SE&L)
- III. All the Bureau Heads in the Ministry of Education
- IV. All Divisional Heads in both the departments.
- V. All the Officers / Officials of both departments of Ministry of Education  
[Through : e-office]
- VI. All PSUs/Autonomous bodies working in this Ministry.
- VII. JS (Admn.) of all Ministries / Departments housed in Shastri Bhawan, New Delhi.
- VIII. CMIS/NIC for uploading it on e-office
- IX. Reception Officer, MHA, Shastri Bhawan, New Delhi
- X. Commandant, CISF, Shastri Bhawan, New Delhi