

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.102/2020-2021/1146

दिनांक: 11th May, 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-III, dated: 6th May, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
 2. O.M. No. 11013/9/2014-Estt.A-III, dated: 29th April, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
 3. I/c Vice-Chancellor's approval dated: 11.05.2021

* * *

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:

1. The Heads of Departments are mandated to regulate the attendance of their employees at all levels, keeping in view of the COVID Positive cases in the office and the functional requirement.
2. Persons with disabilities and pregnant women employees may be exempted from attending office, but shall continue to work from home, till further orders.
3. The Officers/staff shall follow staggered timings to avoid overcrowding in the offices/workplaces as decided by the Heads of Departments.
4. All the Officers/staff residing in the containment zone shall be exempted from coming to offices till the containment Zone is denotified. These Officers/staff residing in Containment Zone should not come to office till it is declared as non-Containment Zone. These officers/staff may be exempted from attending office,



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- but shall continue to work from home, and shall be available on telephone and electronic means of communication at all times.
5. 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.
 6. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
 7. Meetings as far as possible to be conducted through video-and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
 8. In compliance of the O.M.dated 22.04.2021 all employees of the age of 45 and above are advised to get themselves vaccinated.
 9. Proper cleaning and frequent sanitization of workplaces particularly of the frequent touched surfaces may be ensured.
 10. Biometric attendance shall continue to be suspended until further orders.

These orders shall come into force with immediate effect and remain in force till 31.05.2021.

Further:

1. The COVID-19 Monitoring Committee (MANUU Health Committee) of MANUU shall be assessing the situation regularly and suggest / take the required precautionary measures for the containment of COVID-19 pandemic.
2. Further, the COVID-19 Monitoring Committee would continue to take care of the mental health and well being of all the stake holders of the University and help them to overcome the stress, tension, depression and other mental issues, if any, and recommend aid and advise to the Health Committees of Satellite Campuses of the University.
3. Moreover, the MANUU Health Committee will submit, proposal for the procurement of precautionary material as per the directive of GOI/UGC issued from time to time.

मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी
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4. No Guest shall be accommodated in the University Guest House till further orders.
5. Concerned Heads of Sections/Departments/Directorates/Centers are advised to incur expenditure from the imprest for the purchases of sanitizers, face masks etc. if required they may draw advance also for the purpose.
6. The States/UT's where based on assessment of local situations to keep the spread of COVID 19 in check, local restrictions have been imposed and attendance of officers/ staff is not feasible due to such restrictions, the matter may be reported by the employee to the concerned Head / Incharge / Headquarters and they should be available online to their respective Head during the working hours and attend the Office work/online teaching, as the case may be.
7. All Off-Campuses shall also follow the specific guidelines received by the respective States/UT's wherein they are situated.

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 and Training)

North Block, New Delhi
Dated the 6th May, 2021

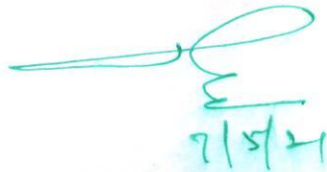
OFFICE MEMORANDUM

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

In partial modification of this Department's OM of even number dated the 3rd May, 2021 on the above-mentioned subject, it has been decided as under :-

- (i) Secretaries of the Ministries/Departments and Heads of Department of Attached & Subordinate Offices are mandated to regulate the attendance of its employees, at all levels, keeping in view the COVID positive cases in the office and the functional requirement.
- (ii) Persons with Disabilities and Pregnant Women employees may be exempted from attending office, but they shall continue to work from home.
- (iii) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (iv) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.

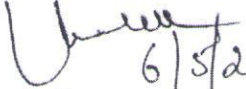
VC Office / دفتر سربراہ
F.M.No. / نمبر 504
Inward Dt. / تاریخ داخل
Outward Dt. / تاریخ خارج 07/5/21


21/5/21


6/5/21

 J.R. Adman.

- (v) All officials who attend office shall strictly follow Covid-appropriate behaviour 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 voided.
 - (vii) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
 - (viii) In compliance of OM of even number dated 22.4.2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.
 - (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, may be ensured.
 - (x) Biometric attendance shall continue to be suspended until further orders.
2. The above instructions shall be in force with immediate effect till 31st May, 2021 or until further orders, whichever earlier.


6/5/2021

(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. Dir., NIC, DoP&T – for uploading.