



ADMINISTRATION – SECTION / प्रशासन अनुभाग

सं./No. MANUU/Admn /F.102/2020-2021/ 1154

दिनांक: 2nd June, 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: 28th 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 6th May, 2021 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.*
3. *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.*
4. *I/c Vice-Chancellor's approval dated: 01.06.2021*

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Apropos to the subject and reference cited, the DOPT, GOI vide Office Memorandums cited under reference 1, has informed the instructions relating to regulation of attendance of Central Government employees till 31st may, 2021 shall remain in force till 15th june 2021 or until further orders whichever is earlier. However all the officials/employees shall strictly comply the following guidelines for strict containment of COVID-19.

- 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.
- Persons with disabilities and pregnant women employees may be exempted from attending office, but shall continue to work from home, till further orders.
- The Officers/staff shall follow staggered timings to avoid overcrowding in the offices/workplaces as decided by the Heads of Departments.

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)



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- d. 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, but shall continue to work from home, and shall be available on telephone and electronic means of communication at all times.
- 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-and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- h. 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.
- i. Proper cleaning and frequent sanitization of workplaces particularly of the frequent touched surfaces may be ensured.
- j. Biometric attendance shall continue to be suspended until further orders.
- These orders shall come into force with immediate effect and remain in force till 15.06.2021.

Registrar I/c
कुलसचिव
22.6.21

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)

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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 28th May, 2021

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 6th May, 2021 whereby the instructions regulating the attendance of Central Government employees till 31st May, 2021 were issued. It has been decided to extend the existing arrangement of attendance of Central Government employees till 15th June, 2021 or until further orders, whichever is earlier.


28/5/2021

(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.