

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी 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



No. MANUU/Admn /F.61/2020-21/1038

09.10.2020

OFFICE ORDER

Sub: MANUU – Preventive measures to contain the spread of COVID 19– Office Orders -Reg.

- Ref:**
1. O.M. No. 11013/9/2014-E-IIIA, dated: 7th October, 2020 issued by Dept. of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI.
 2. Approval of the Vice Chancellor dated 09.10.2020.

* * *

Apropos to the subject and reference cited, all the Heads of the Departments and Sections are informed to ensure that 50% of Group B and Group C employees and if required more than 50% of the employees are required to attend office everyday and the remaining 50% staff should be instructed to work from home. Those at home will be available on electronic communication. Hence all the Heads of the Departments/Sections are requested to decide the deployment of their staff (Group B & Group C) working under them as per the orders (Copies attached).

All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

Further, Heads of the Departments/Sections are also requested follow the staggered timings as given under to avoid overcrowding in offices/workplaces.

- a) 9 AM to 5:30 PM
- b) 10 AM to 6:30 PM

It shall be ensured that no crowding exists in the corridors. Meetings as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless necessary, are to be avoided.

All the precautionary measures/directives as communicated by the GOI/UGC/concerned State Government, from time to time should compulsorily be followed to contain COVID-19 Pandemic.

These orders shall be applicable with immediate effect and will remain in force till further order.


REGISTRAR I/c

To

All Deans of Schools of Studies/ Heads of Departments/Directors of the Centres and Directorates/ Central Library Sections (Teaching and Non-Teaching) Headquarters and Satellite Campuses, Regional Centres, Sub-Regional Centres, DSW, Proctor & Incharge Security, Provost (Boys&Girls)/ Wardens

Copy to:

1. Offices of Vice-Chancellor / Registrar /FO
2. Director, CIT for uploading on University Website
3. Concerned file

Gachibowli, Hyderabad – 500 032, Telangana, India

Admn Tel Fax – 040- 23006609 Email: manuuang@gmail.com

MANUU EPABX 2300-6612, 13, 14, 15

Website: www.manuu.ac.in

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 7th October, 2020

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 OM of even number dated the 5th June, 2020 reiterating, *inter alia*, the instructions/advisory issued vide OMs dated 17.3.2020, 18.5.2020 and 19.5.2020 for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings. The matter has now been reviewed and it has been decided as under: -

- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below.

9.00 a.m. to 5.30 p.m.

10.00 a.m. to 6.30 p.m.

- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

Siddhant 7/10/2020

1. Hon VC
✓ JR Admin

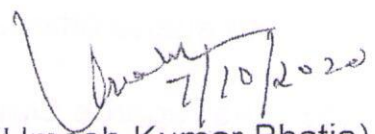
*S.O.
Pt. Put up
Jee 09/10/2020*

884
7/10/20



- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders.
- (g) Heads of Departments shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (h) Meetings, 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.

2. The above instructions shall be in force with immediate effect until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict implementation of these instructions.


 (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 Information



[Faint handwritten notes and stamps at the bottom of the page]