



ADMINISTRATION

**ORDER**

No. 01/Corona (Covid-19)/Misc./2021-2022

05 January, 2022

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

In Compliance of the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Office Memorandum No. 11013/9/2014-Estt.A-III dated 03.01.2022 and in continuation of the Order of Alert (Level-I) No. 01/Admin./Corona (Covid-19)/Misc. 2020-2021 dated 29.12.2021, in view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of University officials has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022:-

1. All officers of the level of Section Officer/equivalent grade and above are required to attend their offices on regular basis. However, the officials below the rank of Section Officer of various Schools/Centres/Departments of the University are required to attend their offices as per the roster. For regulating the attendance of staff, all the department heads prepare rosters so as to ensure that required numbers of staff attend office every day.
2. Persons with disabilities and pregnant woman employees shall be exempted from attending office but are required to work from home.
3. The officer/staff shall follow staggered timings, to avoid over-crowding in offices as indicated below:-
  - (a) 9.00 A.M. to 5:30 P.M
  - (b) 10.00 A.M. to 6.30 P.M.
4. All other staff who is not attending the office on a particular day shall work from home and should be available on telephone and other electronic means of communication and are required to be readily available if their services are required in the office.
5. The employees who are residing in Containment Zones notified by Competent Authority should take permission from Registrar of the University to work from home until the containment zone is de-notified. They should produce the containment zone order copy from the Competent Authority. Further it shall be responsibility of concerned official to report back to the office, immediately after containment zone is de-notified. If any employee and his/her family members test positive or are under home isolation/home quarantine they should inform the Administration/Security with supporting documents.
6. Only asymptomatic officers/officials shall be allowed to attend the office. Anyone with mild cold/cough or fever needs to stay at home and should apply for suitable leaves.
7. Meeting, as far as possible, shall be conducted on video-conferencing and personal meeting with visitors, unless absolutely necessary in public interest, are to be avoided.
8. Bio- metric attendance shall continue to be suspended until further orders. Department head of the respective branches may ensure physical marking of attendance in attendance register.

9. Efforts should be made to move the file electronically to the extent possible.
10. All officers/officials 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.
11. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. Head of Departments may also ensure non-crowding in corridors, canteens etc.
12. The staffs are advised to strictly follow the precautionary measures as issued by GOI/MHA/MoH&FW/Dop&T/DDMA/University from time to time.
13. In case of any symptoms during the office hour like cough, fever & difficulty in breathing and any kind of emergency please contact:  
**University Health Centre:** 011-26741636, 011-26704766 and 011-26704700 (09 PM to 08 AM)  
**Ambulance:** 9971728866 and 9971728877.
14. In compliance of Government of National Capital Territory of Delhi, Delhi Disaster Management Authority Order No. F.60/DDMA/COVID-19/2021/504 dated 04.01.2022, wherein, the Chief Secretary, Delhi, has issued directions regarding **WEEKEND CURFEW** in the territory of NCT of Delhi from 10.00 P.M. of Friday till 05.00 A.M. of subsequent Monday, except for essential activities/services, as an emergency measures for well-being and safety of people.

The following activities during night and /weekend curfew are allowed: -

- 1) Officers/Officials of Government of India, its autonomous/subordinate officers and PSUs on production of valid I-card and as per the restrictions imposed by Government of India.
- 2) Pregnant women and patients for getting medical/health services along with attendant, on production of valid I card/Doctor's prescription/medical papers.
- 3) Persons who are going for COVID-19 Testing or Vaccination, on production of valid I card.
- 4) Persons/students shall be allowed to appear in examination on production of valid admit card. The Examination staff deployed for exam duties shall be allowed to travel on production of valid I card or examination duty order.
- 5) Movement of individual for marriage related gathering upto 20 persons (on production of soft or hard copy of marriage card)
- 6) Funeral/ last rites related gathering are allowed upto 20 persons.
- 7) Persons who are engaged in emergency services, Medical emergency and supply of goods are allowed on production of valid I-card.
- 8) Persons coming from /going to Airport/ Railway station/ISBTs are allowed to travel on production of valid ticket.
- 9) Service provide by self-employed persons such as electricians, plumbers, repairing of water purifiers etc. are allowed on production of valid I-card.
- 10) Essential goods and services for food, groceries, fruits & vegetables, dairy & milk booths, educational books for students and electric fans, distribution of News papers, ATMs of banks, Telecommunications, Internet services, Cable services, IT and IT enabled services,

Postal services, Veterinary services and any services designated as essential services by DDMA are allowed without restriction.

- 11) The other essential/emergency services, as notified in earlier order dated 29-Dec-2021 of the University, shall function to the extent of 100% strength.
- 12) Delivery of all type of goods through e-commerce are allowed on production of valid I card issued by the employer / firm/ company.
- 13) Other gatherings and Congregations (Social Cultural /Academic/Entertainment/ Religious/ Political/ Festival related etc.) are not allowed within the Campus area.

The Security Branch of the University shall ensure effective checking of movement of persons and vehicles in the University Campus by putting adequate number of checking points with the objective to prevent unnecessary movement of people on roads. The Security Branch shall also ensure that movement of individuals and vehicles should be allowed strictly as per guidelines/protocols prescribed in this order.

The Campus residents are hereby instructed not to move within the campus during the curfew timings. Campus gates will remain closed except for emergency movement.

Employees and their family members, and students who are tested positive or under home isolation/quarantine, must inform with supporting documents immediately to the Administration/ Security.

The Security Branch of the University is instructed to ensure strict compliance of this order, and shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit and all entry gates of the campus shall be closed in the curfew timings.

Any person found violating the aforesaid instructions, shall be proceeded against as per the provisions of section 51 to 60 of Disaster Management Act, 2005, Section 188 of IPC and other applicable laws.

This issues with the approval of the Competent Authority.

  
**(PROF. RAVIKESH)**  
**REGISTRAR**

Circulation:

1. All concerned
2. Librarian
3. Chief Medical Officer (SAG)
4. Chief Security Officer
5. Director, CIS – with the request to display the above circular at the University Website/e-office/other online platforms.